

Summer Program Assistant Job Description

The da Vinci School has been in operation since 1987 serving children from 18 months – 7 years of age. We run a school year program from September to May and a summer “camp” program during June and July.

Position supervisor: Mary Ann Greene, Director and Tracey Mason, teacher

Location: The da Vinci School, 5442 La Sierra Drive, Dallas 75231

Wage: \$2,750 for 8 weeks, 35hrs/week

Internship Dates: June 1 – July 30, 2010 from 8:30 AM – 4:30 PM

Purpose of this internship

To gain direct, hands-on classroom experience with young children (ages 18 months through age 7 years) in a science-based summer program. This internship is intended for the individual who has an interest in early education or a child development related field. The internship will help bridge the gap between theory and practical experience. This internship will allow a college student to observe and be mentored by experienced early childhood educators. It also provides you with an opportunity to teach your own class of young preschoolers as the summer progresses. There will be a special project that will facilitate our move into a new campus for the fall, 2010-2011 school year. The project may include the update of our emergency handbook for the new campus, the recording of our music library onto iPod format and other tasks needed for the operation of the school in a new facility. Our intern will work closely with our intern supervisor so the tasks are clearly understood.

Major Responsibilities

Instructional

- Assist classroom teachers as assigned across the age spectrum we serve
- Assist in curriculum planning and class preparation as requested
- Welcome parents and children, engage in activities, communicate with parents/guardians
- Oversee the safety of the children and the environment at all times
- Attend training programs and be willing to try new techniques
- Complete special projects in a timely and efficient manner
- Ask questions as needed for clarification and understanding

Administrative

- Intern will be entering project information into the computer; computer skills required.
- Plan and organize camp field trips according to the camp program
- Read thoroughly all state and school guidelines, and emergency procedures
- Maintain attendance records and lesson plans
- Record observations of students for school records

Qualifications

- Major in education, psychology, special education, child development or other child-oriented field with a focus on a career in this field
- A respect for children and their development
- Ability to establish rapport and gain the confidence of children and parents
- Creativity, flexibility, organizational skills, & ability to complete tasks in a timely manner
- Curiosity, willingness to try new things, and sincere desire to learn
- Some experience with young children; academic classes on child development

- Ability to work independently and ask questions as needed
- Ability to get along comfortably with a broad range of ages from tots to experienced professionals
- Physical ability to move freely in a classroom, sit on the floor, bend over, pick up a small child, respond to the needs of active preschoolers
- Computer word processing, excel and internet research skills

Technical Requirements Prior to Start Date

- CPR and First Aid training (provided)
- TB test
- Criminal History check and FBI finger print check (provided)
- Driving record check (provided)
- Read State of Texas licensing manual
- Study emergency procedures handbook
- Fill out all required paper work
- Attend initial orientation

Ongoing Requirements

- Attendance and active participation in all ExxonMobil / Volunteer Center and Da Vinci orientations
- Timely and regular attendance each day
- Observance of all employment requirements and standards
- Efficient and focused use of work time and school resources
- Ability to work the duration of the internship
- Good health and an organized, detail-oriented and yet flexible manner

Work Conditions

The da Vinci School is located near Central Expressway (I-75) and Walnut Hill Lane in north Dallas. It is accessible by the DART rail. The day is very active and requires someone with a lot of energy to keep up with toddlers and preschoolers. Most of the day is spent indoors with 30 minutes of daily playground time or water activities.

Contact Information:

Please fax or e-mail your resume along with a cover letter indicating your career goals and why you are interested in this internship.

The da Vinci School
 5442 La Sierra Drive
 Dallas, Tx 75231
 Phone: 214-373-9504
 FAX: 214-691-4603
 e-mail: mag@davincischool.org or davincischool@hotmail.com
 website: www.davincischool.org