

21st Century Community Learning Center

Internship Description and Responsibilities

- Assist with regular communication with participating students' parents, teachers, guidance counselors and administrators, as necessary
- Assist with the facilitation of involvement of parents in the education of their children and the dissemination of information. Using translation and interpretation services as needed.
- Assist with the planning and implementation of parent involvement activities within the 21st Century Community Learning Center program.
- Educate and refer participating families to community agencies, social services and schools to expand the supports offered to them.
- Support with the recruitment of families in the WCASD to engage in the 21st Century Community Learning Center.
- Provide translation services during parent meetings with families that are predominantly Spanish Speaking.
- Provide day to day classroom translation services for ESL students. This will include support with homework, daily journal entries and translating the directions administered during group activities. These students will be exclusively in the grade range of Kindergarten through the fifth grade.
- Work cohesively with the program coordinator for the 21st CCLC program in the WCASD to accomplish the needs of ESL students and their parents.