**HDFS INTERNSHIP SITE INFORMATION SHEET**

**Organization Name:** Division of Child and Family Services

**Contact Person**
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**Internship Site Information:**

The Child and Family Services Department (CFSD) is comprised of programs that meet a variety of needs for children and families throughout the Washoe County School District and for statewide early childhood professionals. This department consists of Early Childhood Education (ECE), Parent Education Programs, The Nevada Registry and the Nevada Pre-K Standards Program. The CFSD is unique in that each of the programs within the department support children and families in very different ways.

The ECE program currently provides quality Pre-K education in a variety of different sites throughout the district. Parent education is an important component of ECE and parent educators provide workshops, family events and strategies to help parents and families work more effectively with their children at home.

The Nevada Registry is a statewide career development, recognition and data collection system that captures important data about the ECE workforce. As the host of Nevada’s Early Care and Education Professional Career Ladder, the Registry collects, validates and warehouses the professional and educational achievements of early childhood educators throughout the state and highlights those accomplishments through Career Ladder placement. Providing a single point of access, the Registry provides professional development planning tools, including an online Professional Development Plan, and hosts a comprehensive website containing an online calendar of approved training, an industry-related blog, statewide job board, a Trainer Directory and community resources/information. The Registry also operates the statewide training approval system for all informal, community-based training in Nevada. The Registry tracks the professional development of child care providers working with children 0-8 throughout the state, most commonly in licensed child care settings, and places them on the professional Career Ladder.

The Nevada Pre-K Standards Program is the second statewide program in the department. This program provides training and technical assistance to Early Childhood Professionals on the Nevada Pre-K Content Standards and Early Learning Guidelines. Specific training is provided on the Math, Science, English Language Arts, Social Studies/ Social Emotional, Creative Arts, Music and Movement and Physical Development and Health Content Standards.

Interns would be expected to become familiar with the specific program that they are working in. Each program has different needs and expectations based on whether the services provided to children and families are direct or indirect. For example, an intern’s activities could include general clerical and data entry tasks, providing general program support, assisting with the setup and delivery of training to the early childhood community, conducting research, collecting data, providing intake services, providing direct classroom assistance in ECE classrooms throughout the district, etc. While the majority of work time will occur during normal business hours, Monday-Friday, some activities may take place in the evenings and on the weekends.

**Number of Internships Available:** 3

**Student Requirements:**

1. Must maintain a GPA of 2.5 or higher.
2. Must possess strong computer skills.
3. Must possess strong verbal and written communication skills.
4. Must maintain good attendance.
5. Must have reliable transportation.
6. Must exercise professionalism at all times.
7. Must adhere to the Department’s Confidentiality policies.
8. Must enjoy participating in training that is offered to parents, teachers, WCSD staff and community stakeholders. (This applies to those interns involved in training.)
9. Must be comfortable working with young children and families. (This applies to those interns working directly with children and families.
10. Interns that will be working directly with children and families will require a background check and any fees required for the background check and/or fingerprints are the responsibility of the student.

How will student obtain this internship position?

Please contact Tina Springmeyer at 775-327-0675 or via email at TSpringmeyer@washoeschools.net to schedule an interview with the Child and Family Services Department.

Completed 5/10/2017