

Prospective Internship Site Profile  
Department of Health Education & Behavior

Location: Tallahassee Florida Date: 09/05/2024  
City State  
Agency: Florida Department of Education, Office of Healthy Schools  
Contact: Kelly Aaronson, Director of Healthy Schools  
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Street / PO Box City State / Zip  
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Email: Kelly.Aaronson@fldoe.org Website: http://www.fldoe.org/schools/healthy-schools/

What semesters is your agency available to accept interns?

Fall (August – December)  Spring (January – April)  Summer (May – August)

Normal work hours (Please indicate any evening or weekend time commitments):

*7:30am - 4:00pm (flexible per requirements of the internship)*

Is office space available to interns?  Yes  No

Comments

Is a computer available to interns?  Yes  No

*Please bring a laptop, DOE guest wifi is available*

Comments

Does your agency offer paid or non-paid internships?  Non-paid  Paid (amount): \_\_\_\_\_

List other benefits your agency offers interns (i.e. housing, health insurance, travel reimbursement, etc.)

*N/A*

List required purchases for interning with your agency (i.e. parking pass, uniform, etc.)

*A parking pass must be purchased through Parking Services (<\$10 a month)*

List the required skills or previous experience necessary for interning with your agency.

*Effective communication and interpersonal skills; Time management; Adaptability; Critical thinking; Research and analysis; Background health education knowledge; an understanding of the structure of Florida K-12 public schools; Initiative to gain knowledge and contribute to the vision of the Office of Healthy Schools - "Florida's Children: Healthy, Fit, and Ready to Learn."*

Special Requirements (i.e. special application, proof of health insurance, immunization, etc.)

*Please note: All interns are required to purchase professional liability coverage for \$1,000,000.*

**Interns must pass a level 2 background prior to receiving an internship offer.**

List a description of duties your agency expects to be fulfilled by interns. Please include additional literature if desired.

- *The intern must be productive under tight timeframes, balance multiple and competing priorities and maintain goal-directed behavior and performance expectations sometimes under stressful conditions.*
- *The intern must interact courteously with others.*
- *The interns' performance and behavior must demonstrate consideration of the workload concerns of others and must not negatively affect productivity and morale of the unit.*
- *Attendance is an essential function of this position.*
- *Assist in providing leadership and technical assistance to district and department personnel on instructional programs, research, innovations, materials, and strategies related to the content of Health Education and the teaching of Health Education in grades K-12*
- *Assist in providing leadership and coordination in the development/revision and implementation of the Florida's state academic standards and corresponding courses for Health Education K-12.*
- *Assist the Office of Healthy Schools to plan, develop, organize, and conduct training activities to assist districts in preparing for local staff development opportunities related specifically to the implementation of Florida's state academic standards, statewide assessments and surveillance projects.*
- *Assist in providing leadership and expertise in health education areas to include substance use and abuse, resiliency and life skills education, nutrition, physical activity, human trafficking prevention, teen dating violence, etc.*
- *Assists in the development and implementation of curricular initiatives such as the Course Code Directory, instructional materials adoptions, and State Board of Education rules related to K-12 Health Education.*
- *Consults with and advises assessment personnel in the development and review of assessment materials including alternative assessments for Health Education K-12.*
- *Performs other duties as assigned including, but not limited to:*
- *Participate in professional development for the enhancement of essential skills and content related to Health Education.*
- *Oversee the fidelity of instructional support and standards-based materials housed on CPALMS, IBTP, FLDOE.org and other DOE archived.*
- *Participate in the activities of professional organizations as appropriate to provide statewide leadership for K-12 Health Education*

List any important information about your agency.

*The intern will work in the Office of Healthy Schools in the Bureau of Standards of Instructional Support at the FDOE. The mission of this bureau is to "provide quality services and resources in collaboration with our partners in education". We expect all stakeholders engaged in this mission to conduct themselves accordingly.*

Would you like to be added to the Department's list of approved sites for future interns?  Yes  No

**FOR OFFICE USE ONLY:** CONTRACT ON FILE: \_\_\_\_\_

Approval of Intern Coordinator: \_\_\_\_\_ Date: \_\_\_\_\_

Approval Expiration Date: \_\_\_\_\_