REDWOOD
CLASSICAL ACADEMY
EST.2021

Title: RCA Intern

Reports to: Director of Education

Summary of Position:
We are seeking a motivated and dependable Student Intern to support various areas of RCA operations while gaining hands-on experience in an educational environment. This internship provides a valuable opportunity for students considering careers in education, administration, or child development to develop professional skills, observe classroom dynamics, and contribute to the daily life of a thriving school community.

The individual in this position must possess the following skills, abilities, attitudes in order to perform this position:

Core Competencies:
- Responsible, punctual, and able to follow directions.
- Adapts to team and builds team spirit
- Listens, consults other and communicates proactively
- Willingness to learn and take initiative
- Currently enrolled in high school or college

Qualifications:
- Faith in Jesus Christ as his/her personal Savior
- Support and subscribe whole-heartedly to RCA's statement of Faith.
- Firm understand and shows commitment to RCA's vision and mission
- Displays wisdom, eloquence and virtue
- Displays a teachable spirit, servant's heart, and possesses good people skills
- Committed to Mathew 18's biblical principles of conflict resolution.

- Respects confidentiality, willing to be visible on community day, and acts objectively.

Key Responsibilities:
- Assist classroom Mentors (teachers) with tasks such as preparing materials, organizing supplies, and supporting student learning activities.
- Provide one-on-one or small-group support for students (as directed by teachers).
- Help supervise students during recess (movement), lunch, or transitions between classes.
- Support staff with filing, photocopying, data entry, and organizing resources.
- Participate in staff meetings or professional development sessions (when applicable).
- Help plan and implement special events or school projects.
- Maintain confidentiality and uphold RCA values and professional conduct at all times.