



SELA

The International Private School

Internships at SELA: The International Private School



SELA Internships Program Guide

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Welcome to SELA!

SELA is the first and only full-immersion private school in Massachusetts that prepares English-speaking children as young as 3 months linguistically, academically, and socially to excel in our global society through instruction in a second and third language. We have been enriching children's lives through language, culture, and education since 2004.



A Message from our Founder:

At SELA, we strive to treat every child that walks through our doors as an individual. Experience has taught me that every child has a unique learning style and absorbs information in a way that makes sense for him or her. With our learner-centered curriculum, we help each child to succeed individually, while they are part of the larger group – both academically and socially.

Our immersion environment helps children to improve their cognitive and critical thinking skills, while developing proficiency in their target language. Research has shown that children learning a second language often surpass their peers who study the same content in their native language!

Not only do SELA students develop proficiency in a second language, but they become self-assured, emotionally and socially developed, global citizens, truly understanding the world through exploration of language and cultures.

The best way to discover what sets SELA apart from other schools is to visit! I encourage you to schedule a time to experience our school in action. Our door is always open!

Message from Sandra Pasten-Baldeon,
Founder of SELA: The International Private School



Our Mission

At SELA, we provide each child with a unique and personal learning experience. Every student will receive a full immersion education of the highest academic quality, through an engaging curriculum that inspires and motivates them to strive for knowledge and understanding and prepares them for challenging higher-level work. SELA students will grow to be bilingual, globally competent citizens.

Our Values

Multilingual - We immerse our students in a second and third language through play, research, and hands-on experimentation. We communicate confidently and creatively, in more than one language.

Community - We build strong relationships between students, teachers, and parents creating a genuine feeling of family. We value opinions and foster a warm and friendly environment.

Inquiry - We nurture curiosity, developing skills for exploration and research.

Caring - We show empathy, compassion, and respect. We commit to service, and we act to make a positive difference.

Principled - We act with integrity, honesty, and we respect others. We take responsibility for our actions and their consequences.

Open-Minded - We appreciate our own cultures, as well as the values and traditions of others. We seek and evaluate a range of points of view and grow from the experience.

Balanced - We balance all aspects of our lives – intellectual, physical, social, and emotional – to achieve well-being for ourselves.



Internship Overview

An internship at SELA builds valuable and beneficial relationships that enrich and grow the intern while providing useful support to the school and its staff. We welcome interns with various interests, backgrounds, and goals who are in high school (ages 18yrs +) or college.

The internship program offers different areas of focus including the classroom, admissions and development, human resources, and marketing. The internship can be customized to create meaningful experiences that will be helpful in the determination of the individual's career path.

Internship Goals

SELA's goals for the intern are to:

1. engage the intern in meaningful work experience at a school
2. allow the intern to develop confidence in a work environment
3. allow the intern to develop critical skills such as creativity, collaboration, communication, and critical thinking

Areas of Focus

Elementary Education and/or Early Childhood Education

The intern can experience first-hand how different grades operate from toddlers through grade six. The intern will help in a variety of ways in class projects and activities, homework preparation, and organization of large events. Rich interactions with teachers, administrators, and students allow the intern to learn about rewarding careers in the field of education.



Marketing

A marketing intern will learn about the creative process of promoting SELA. A typical day includes monitoring social media channels, updating leads in HubSpot, analyzing competitors, and more! You will gain experience in creating advertisements, preparing events, and nurturing leads.

Admissions and Development

An internship in Admissions and Development provides experience in the behind the scenes of Private School enrollment for Elementary School and Early Childhood through program development, student retention, outreach, and leads management. A typical day includes giving tours, providing information to prospective families, program development, and running events.

Human Resources

The Human Resources intern will quickly learn interpersonal and administrative skills in a dynamic fast-paced environment. A typical day includes monitoring employee attendance, managing vacation and sick time, processing time off requests, recruiting candidates, and handling employee questions and concerns. The intern will witness firsthand the administration, amendment and creation of policies, employee management and conflict resolution, and collaborate with the rest of the administration team on special projects and events.

Internship Schedules

Schedules for internships are flexible according to mutual availability of the intern and SELA. SELA will work with the intern to create a schedule during the school year or summer.

SELA maintains accurate records of the individual's hours that will be kept on file and can be provided upon request



Internship Expectations

It is expected that interns display behavior that is a positive representation of SELA by:

1. acting professionally and appropriately while providing valuable support at SELA
2. cooperating, staying open-minded and flexible, and acting as a team player
3. acting respectful, polite, and attentive
4. respecting privacy and all confidential information
5. being organized, on time, and prepared
6. taking responsibility for all assignments and other expectations

How to Apply for an Internship

Applying for an Internship at SELA is easy!

1. Check out the Careers page on the website to see what opportunities are currently available, then send your resume and cover letter to hr@suescuela.com, indicating the timeframe of interest and area of focus. *Even if you do not see a position you are specifically seeking on the website, you are encouraged to still send over your resume and cover letter.*
2. Interview with the Program Director (in person or via zoom). We will discuss the intern's goals and see if it is the right fit for current internship openings.

Please feel free to reach out to hr@suescuela.com with any questions you may have.



School Partnerships and Previous Internships

SELA has been facilitating internships since 2015. Since then, we have had many interns with varied backgrounds and goals. We look forward to working with you soon!

Schools SELA partners with:

Emerson College

Fitchburg State University

Bridgewater State University

University of Massachusetts Boston

Bentley University

Hear from a Recent Intern:

Kate, 2021

Kate is working towards a double major of Elementary Education and Spanish with a minor in Communications at Wake Forest University and has plans to receive a master's in Early Childhood Education. As an alumnus of SELA, Kate was excited to return through the Internship Program and work during the 2021 summer with students ages 15 months – 10 years old. SELA welcomes her return in the summer of 2022 for an additional internship experience.