



Internship Program

Our Mission

The Office of Legal Services is committed to advancing public education through the provision of skilled legal advice aimed at providing sound legal guidance to help inform sound decision-making. It supports efficient management of administrative functions, minimizes financial liability, and ensures compliance with federal, state, and local laws and Board policy.

We endeavor to work collaboratively to advance the District's objectives through the provision of high quality and timely legal advice with professionalism, vigorous advocacy, and creative problem-solving, while acting at all times in accordance with the highest standards of ethics, integrity and respect for the community, the School Board and our employees.

Program Overview

Internship

OCPS Legal Services provides an opportunity for experiential learning. Those selected to participate will be supervised by Staff Attorney Keshara Cowans, and at the direction and supervision of the attorneys throughout Legal Services, will be assigned to work on various aspects of cases and projects. Assignments are made based on a combination of factors including the needs of our attorneys and the intern's skill set and expressed interests. Interns will perform a variety of tasks which may involve gathering legal research on a variety of legal issues including, but not limited to, contracts, labor and employment, local government law, civil litigation, and property and land use issues. Interns may also be responsible for drafting legal memoranda and reports, analyzing legal "crisis" situations and recommending plans of action and practical solutions. Successful candidates are selected to work on a term appointment of 15 hours per week for a minimum of 8 weeks.

Internships are available for semesters during the school year as well as the summer semester. Our office recruits interns based on staff availability to supervise, available office space for interns, and available projects for interns.

Internship Location

The Ronald Blocker Educational Leadership Center in Orlando, Florida.

The Candidates

Prospective volunteer interns shall be current second or third year law students (or its equivalent if a part-time student) enrolled in an accredited law school. Ideal candidates must be able to communicate well, display a record of academic achievement, demonstrate a commitment to public service and confidentiality, and be able to work in a fast-paced environment. Candidates shall also maintain a high standard of ethics and integrity in a work environment.

Qualifications

- Exceptional oral and written communication skills (writing sample required).
- Strong research and analytical skills.
- Ability to organize and prioritize multiple projects.
- Proficiency in Microsoft Office Products.
- Proficiency in Westlaw and LexisNexis.

Application Process

OCPS Legal Services is currently accepting applications from second and third year law students.

Candidates are asked to submit a cover letter, resume, law school transcript (unofficial copies will be accepted) writing sample (5 page maximum) and two references (one professional and one personal) for consideration.

Cover letters should be addressed to:

Legal Internship Program Manager
Orange County Public Schools
Office of the General Counsel
445 W. Amelia St.
Orlando, FL 32801

Email: Cindy.Valentin2@ocps.net

Phone: 407-317-3200 extension 2002972