

Campus Monitor

Job Summary:

The Campus Monitor provides essential assistance in the daily operation of the grades 3-12 program. Throughout the day, the campus monitor will provide supervision of students at lunch, recess and after school, while also assisting with health protocols and helping to ensure that students adhere to them. The campus monitor will work in coordination with school leadership, faculty, operations, and security staff to keep the program running safely and smoothly. Defined roles are outlined below and other duties may be assigned.

Responsibilities:

- *Lunch Supervision* - In the role of lunch supervisor, monitors would ensure that students are properly distanced, refrain from talking, and keep the space clean.
- *Recess Supervision* - The recess supervisor will be tasked with ensuring health protocols are upheld and watching safe play.
- *After school Supervision* - After school supervision includes:
 - Supervising students that need additional care/study space after the normal school day.
 - Staff work in teams to manage daily tasks, create an enriching, warm, and organized program.
 - After school supervision will take place indoors and outdoors.
- All successful candidates will exhibit dependability, trustworthiness, and self-direction.
- Other duties as assigned by the Supervisor.

Competencies:

- Ability to manage a group of 24 students with confidence and care.
- Excellent communication and customer service skills, and the ability to collaborate effectively with others.
- Detail-oriented and strong organizational skills, which includes the ability to oversee several moving parts.
- Comfort working with technology is strongly preferred.
- Competency with administrative support.

Additional Job Description

Education, Experience, or Certifications:

Education:

- High School Diploma or equivalent

Experience:

- Must be at least 18 years of age.
- Experience working with children/young adults, preferably in a camp or school setting.
- Excellent communication skills, and the ability to collaborate effectively with others.
- Strong customer service skills, as well as a friendly and professional demeanor.
- Comfort working with mobile technology is strongly preferred.
- Must be comfortable independently supervising a group of up to 12 children.

Working Conditions and Physical Requirements:

- Move in and around the classroom/building to interact with students, faculty, staff, parents, and other members of the community.
- Escort children from one classroom to another, in and out of buildings during arrival and dismissal (where required), and in an emergency situation.
- Climb stairs of up to 2 stories, where appropriate, with younger children.

Terms of Employment:

These are part-time, less than 35 hours, temporary positions for the 2021-2022 academic school year. Your employment will be for a 10 month period, which runs September 8, 2021 through June 10, 2022. There are no benefits associated with these positions. If interested, there is a possibility to extend this position to work through the summer in the Summer Lab program.

These positions are contingent upon school being held on site. Should Lab move to a fully remote time, these positions will not continue.

Priority for positions will be given to applicants with 5 day availability. Minimum availability must be 3 days per week.

Compensation

Compensation starts at \$15 hourly depending upon experience and credentials. Staff are paid for orientation and training days in August and periodically throughout the school year.

To be considered, please send a resume, cover letter, and three professional references to extendeddayjobs@ucls.uchicago.edu. Must submit all required application components to be considered for the position.

*The University of Chicago is an Affirmative Action/Equal Opportunity/Disabled/Veterans Employer and does not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity, national or ethnic origin, age, status as an individual with a disability, protected veteran status, genetic information, or other protected classes under the law. For additional information please see the University's Notice of Nondiscrimination.