

## **CLASSROOM SUPPORT STAFF**

We are searching for Lower School Support to work with homeroom teachers for Grade 3 through the Fall Quarter. This is a tremendous opportunity to learn from and directly engage with teachers at the forefront of the education field.

Our CSS will actively engage with curricula, new tools and technologies for learning, and methods to enrich the educational development of our students. Support Staff are matched with daytime homeroom teachers to ensure students receive a fun and enriching educational experience.

**Lower School Classroom Support** provides essential assistance in making the classroom environment safe for learning by ensuring that students practice social distancing, sanitizing shared materials, and other new school practices. Classroom support staff will help students develop new healthy habits for in-person learning. Additionally, Classroom Support may assist with student meals, recess, technology, and health concerns. Additional requirements may include management of small student groups, facilitation of lesson plans, and adherence to COVID-19 policies for a safe and fun environment. Supplemental research (i.e. finding relevant and age-appropriate activities) and administrative support, such as lesson plan preparation, assessments, project review, photocopying, documentation, and notetaking, may also be required. The classroom support staff will possibly work in the Extended Day program, in Late Day after school.

All successful candidates will attend meetings and training to expand their knowledge and professional development to support their work placements, position responsibilities, and individual growth.

### **Terms of Employment:**

These are part-time temporary positions for the beginning of the 2021-2022 academic school year, which runs, tentatively, September 8, 2021 through December 17, 2021. There are no benefits associated with these positions.

Work hours will fall between 8:00 a.m. and 4:30 p.m., Monday to Friday, when school is in session. They will not exceed 8 hours per day.

### **Compensation:**

\$15- \$19 per hour depending upon experience and credentials.

**Minimum Qualifications:**

- Previous experience working with children, preferably in a camp or school setting.
- 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.

**Desired Qualifications:**

- Some college or university education.
- Highly competent with technology systems and applications including, but not limited to, SeeSaw, Zoom, Google, etc.,.
- Strong working knowledge of major Zoom functions including meeting creation, facilitation, breakout rooms, application of settings or willingness to learn the program.
- Previous experience with remote engagement in an educational setting.

**Other Requirements:**

- Ability to manage a group of 24 students with confidence and care.
- Completed (within the last three months) or willingness to receive a DCFS Mandated Reporter certificate.

**Physical Requirements:**

- Ability to move in and around the classroom/building to interact with students, faculty, staff, parents, and other members of the community.
- Ability to move class-related equipment/tools, as appropriate, around school property.
- When appropriate, the ability to escort children from one classroom to another, in and out of the building during arrival and dismissal, and in an emergency situation.
- Ability to demonstrate lessons, when appropriate.

To be considered, please send a resume, cover letter, and three professional references to [Ls-css@ucls.uchicago.edu](mailto:Ls-css@ucls.uchicago.edu).

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