



THE UNIVERSITY OF
CHICAGO

Laboratory
Schools

Extended Day Early and Late Day Staff

Job Summary:

The University of Chicago Laboratory Schools runs an Extended Day program supporting 700+ students per year during the before and after school hours. It provides opportunities for children to connect with friends, discover and develop interests, and relax. Extended Day is designed to provide students with constructive, intentional, and meaningful opportunities to engage socially with one another, creatively with materials and concepts, and civically in the life of the Schools and community. Extended Day brings all of this to life within the familiar and enriching school environment.

We are searching for both Extended Day Early Day and Late Day staff to work with children on our Early Childhood campus (Grades nursery through second) or our Historic Campus (Grades three through eight).

Program Hours

Early Day 7:00 a.m. to 9:00 a.m., Monday - Friday

Late Day 1:00 p.m. to 5:30 p.m., Wednesdays

Late Day 2:30 p.m.-5:30 p.m., Monday, Tuesday, Thursday, Friday

Responsibilities:

- Supervising students that need to arrive on campus prior to the start of the regular school day, or students who need additional care after the normal school day.
- Staff work in teams to manage daily tasks, create an enriching, warm, and organized program.
- Staff will transition students to and from the Extended Day program.
- The day consists of managing snacktime, going outside, engaging in developmentally-appropriate and fun activities, including arts and crafts, music, science, and games.
- Extended Day will take place indoors and outdoors.

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. Extended Day Program Staff are paid for orientation and training days in August and periodically throughout the school year.

Minimum Qualifications

- Must be at least 18 years of age.
- Experience working with children, preferably in a camp or school setting.
- Must be willing to work with children in a progressive learning and cultural environment.
- 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.

Other 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 escort children from one classroom to another, in and out of buildings during arrival and dismissal (where required), and in an emergency situation. This may include climbing stairs of up to 2 stories, where appropriate with younger children.

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.

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