



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 (Early Day) and after school (Late Day) hours. The Extended Day programs provide opportunities for children to connect with friends, discover and develop interests, and relax while their families need additional care before and after the school day. Extended Day programs are 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 University of Chicago Laboratory Schools and community. Extended Day programs bring all of this to life within the familiar and enriching school environment onsite at the Laboratory Schools.

We are searching for both 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). The day consists of managing snacktime, going outside, engaging in developmentally-appropriate and fun activities, including arts and crafts, music, science, and games. A successful Extended Day staff person is excited to work with children in a before and/or after school setting. They actively work to keep students safe and engaged by supervising safe play. They creatively plan and execute activities that are developmentally appropriate. Extended Day staff patiently provide care to children in a play-based and social emotional focused environment.

Work Hours

We have a few shift options available. Please consider what works for your schedule.

Priority will be given to applicants able to commit to a consistent weekly schedule.

Early Day 7:00 a.m. to 9:00 a.m., Monday-Friday; this shift is for all grades

Late Day 2:00 p.m. to 6:00 p.m. Monday-Friday; this shift works with 3rd-8th grades

Late Day 12:30/1:00 p.m. to 6:00 p.m. Monday-Friday; this shift works with N3-2nd grades

Responsibilities:

- Build relationships and consistency with the students and families
- Participate in training, professional development, and goals and feedback sessions
- Create and write group newsletters and updates for families
- Co-teach with another Extended Day staff member
- Collaborate with a team to develop grade level activities and curriculum
- Staff will transition students to and from the Extended Day program to/from classrooms
- Extended Day will take place indoors and outdoors including during winter months

Minimum Qualifications

- Must be at least 18 years of age.
- Experience working with children required in a daycare, 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 and building to interact with students, faculty, staff, parents, and other members of the community
- Ability to facilitate programs inside and outside, even in winter months
- 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

Terms of Employment

These are part-time, less than 35 hours, temporary positions for the 2023-2024 academic school year. Employment will run through June 10, 2024. 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.

Compensation

Compensation starts at \$16 hourly depending upon experience and credentials. Extended Day Program Staff are paid for orientation and training days that periodically occur throughout the school year.

To be considered, please submit a resume and three professional references or email us at extendeddayjobs@ucls.uchicago.edu. The application process will include a phone screening and an on-site interview. Applicants must have three professional references we can contact during the interview process.

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