



## **FLP Classroom Support**

### **Job Summary:**

The University of Chicago Laboratory Schools runs an Extended Day program supporting over 700 students per year after school. The program provides opportunities for children to connect with friends, discover and develop interests, and continue learning in a play-based setting. 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.

Aligned with remote engagement initiatives and the changing physical school environment, our Extended Day program is expanding to support daytime operations within homeroom classrooms and co-curricular programs across Nursery 3 through Grade 5. Our Extended Day Support Team will actively engage with online 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 and their teaching teams to ensure students receive a safe, fun and enriching educational experience virtually and in-person.

We are searching for Early Childhood Support to work with homeroom teachers for N3 through Grade 2 and Lower School Support to work with homeroom or special area teachers for Grade 3 through Grade 5. This is a tremendous opportunity to learn from and directly engage with Head Teachers and Assistant Teachers at the forefront of the education field.

### **Responsibilities:**

- Early Childhood and Lower School Support provide 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. Homeroom support teachers will help students develop new healthy habits for in-person learning.
- Additionally, Homeroom Support may assist with student meals, recess, technology, and health concerns.

- Should the school need to transition to remote learning, Support Staff are responsible for organizing meetings, facilitating breakout rooms and moderating chat functions through *Zoom*.
- Staff may also support homeroom teachers with lesson delivery, implementation of projects or activities, facilitation of (virtual) recess, or posting content on *SeeSaw*. In-person requirements may include management of a small, student group, 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.

### Competencies:

- Excellent communication skills, and the ability to collaborate effectively with others.
- Strong customer service skills, as well as a friendly and professional demeanor.
- Experience working with children, preferably in a camp or school setting.
- Comfort working with mobile technology is strongly preferred.

### 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.

Required documents sent to [extendeddayjobs@ucls.uchicago.edu](mailto:extendeddayjobs@ucls.uchicago.edu):

- Resume
- Cover letter