



THE UNIVERSITY OF
CHICAGO

Laboratory
Schools

Extended Day Early and Late Day Staff

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 and Kindergarten) or our Historic Campus (Grades 1 and 2).

Early Day Staff are responsible for supervising students that need to arrive on campus prior to the start of the regular school day. Staff work in teams to create an enriching, warm, and organized program. The Early Day staff will transition the students to their homerooms once the day begins. The Early Day program will take place indoors and outdoors.

Late Day Staff are responsible for supervising students that need additional care after the normal school day. Late Day Staff work in teams to manage daily tasks of an enriching, warm, and organized program. The day consists of managing snacktime, going outside, engaging in developmentally-appropriate and fun activities, including arts and crafts, music, science, games, as well as plenty of time for constructive imaginative play.

Terms of Employment:

These are part-time temporary positions for the 2020-2021 academic school year, which runs September 8, 2020 through June 10, 2021. There are no benefits associated with these positions.

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:

\$14 - \$18 per hour depending upon experience and credentials.



Program Hours:

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

Late Day 1:30 p.m. to 5:30 p.m., Monday - Friday

Extended Day Program Staff are paid for orientation and training days.

Minimum Qualifications:

- Must be at least 18 years of age.
- 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.
- 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

*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.