



THE UNIVERSITY OF
CHICAGO

**Laboratory
Schools**

The University of Chicago
Job Description

Department Title: Long Term Substitute Homeroom Teacher - Lower School
Department: 11420-The Laboratory Schools
Division: Laboratory Schools
Reports to: Lower School Principal

Job Summary:

LT Substitute Homeroom Teacher - Lower School: The Lower School (3rd - 5th grades) homeroom teachers receive direction and support from the Lower School Principal and administration.

- Build deep relationships with students, families, and staff to foster a culture of community. Maintain strong lines of communication with families about student growth and progress, and go above and beyond to support and collaborate closely with teammates in the united pursuit of Lab's mission. We are looking for team members who will emanate optimism, share feedback to solve problems, reflect on how your actions impact others, and take ownership over creating the culture you want to show up to each day.

Responsibilities:

- Instruct and supervise a group of Lower School students and provide homeroom instruction including language arts, math, social studies and social emotional skills.
- Engage and collaborate with parents and other members of the faculty and administration on a daily basis. Maintain high standards of honesty, integrity, and confidentiality in daily interactions with colleagues, students, family, administrators, and the broader community.
- Build a nurturing, challenging, supportive, and inclusive classroom community. Create a classroom environment that fosters mutual respect and age appropriate levels of independence.
- Create activities and curriculum that supports mathematical and spatial thinking, literacy, knowledge about the physical world, and the development of empathy. Develop curriculum to support play and exploration and the construction of relationships and ideas.
- Develop and implement constructivist units of study that engages students to co-create knowledge and apply ideas, concepts, and skills through hands-on learning activities.

- Monitor student learning, growth, and progress, and provide regular feedback to students and families regarding strengths, opportunities for growth, next steps, and learning goals.
- Set instructional outcomes that are grounded in grade-level expectations, reflect a balance of different types of learning, and are suitable for a diverse group of students.
- Actively participate in a culture of professional inquiry.
- The anticipated start date for this position is 2/1/2021.

Unit Competencies:

- Ability to quickly adapt to changing circumstances and be flexible in work with students.
- Ability to interact with a diverse group of faculty, staff, students, and parents required.
- Knowledge of diversity, equity and inclusion issues, and dynamics in the classroom and in developing healthy, supportive relationships with all students.
- Strong knowledge of course subject matter required.
- Knowledge of instructional methodologies required.
- Strong knowledge of child development required.
- Ability to develop curricula, lesson plans, and assessment tools required.
- Analytical skills required.
- Problem-solving skills required.
- Decision-making skills required.
- Attention to detail required.
- Organizational skills required.
- Computational skills required.
- Creativity required.
- Verbal and written communication skills
- Interpersonal skills required.
- Ability to work independently and as part of a team required.
- Ability to manage stressful situations required.
- Ability to maintain confidentiality required.
- Ability to work on multiple projects simultaneously, set priorities, and meet deadlines required.
- Ability to use standard productivity software (Microsoft Office, calendar/schedule software, etc.) required.

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.
- Ability to follow all COVID-19 safety protocols as established by the University and the Laboratory Schools.

Additional Job Description:

Education:

- Bachelor's degree required.

Experience:

- Prior teaching experience required.
- At least three years of teaching experience in grades 3-5 preferred.
- Experience developing curriculum preferred.
- Experience with remote learning platforms preferred.
- Experience using technology with children preferred.

Required Documents sent to subs@ucls.uchicago.edu :

- Cover letter
- Resume
- Professional references

Disclaimer:

The above statements are intended to describe the general nature and level of the work being performed by people assigned to this job. They are not an exhaustive list of all duties and responsibilities associated with it.

About the Unit:

The University of Chicago Laboratory Schools provide one of the world's most outstanding pre-collegiate educational experiences. Because Lab is part of the University of Chicago, the importance of intellectual life—of thought and exploration—infuses all aspects of our curriculum, and students in every grade benefit from outstanding UChicago academicians and access to unmatched resources. John Dewey—one of the great minds in education—established the Schools in 1896 as a place to explore and implement his theories on childhood education. Today's students still benefit from his vision, and today's Lab faculty are recognized as experienced leaders in their field.

Families who choose Lab care deeply about curiosity, inquiry, and creativity. Approximately 60 percent of Lab families are affiliated with the University, half live in Hyde Park, and the rest come from across Chicago, the suburbs, and northern Indiana. Lab's student body reflects the diversity that is deeply valued by the Schools and its community; approximately half of our 2,000 students are people of color and families report speaking nearly 40 different languages in their homes.

The Laboratory Schools seek the finest employees—people who wish to inspire a love of learning in our students and join a vibrant learning community. We employ people with a wide range of skills and training, in many different disciplines. At Lab, we value learning experientially, exhibiting kindness, and

honoring diversity. We seek employees who share a similar commitment to these values. Lab people are engaged and excited by our mission of igniting and nurturing an enduring spirit of scholarship, curiosity, creativity, and confidence in the youngest members of the University of Chicago's academic community.

The Laboratory Schools is a great place to work and our connection to the University provides our faculty and staff with opportunities that would be nearly impossible to match in any other environment.

Interested candidates should apply via our website at:
<http://www.ucls.uchicago.edu/about-lab/employment>