The University of Chicago Laboratory Schools seeks the finest employees who have a desire to inspire a love of learning in our students, and we employ people with a wide range of skills and training in many different disciplines. We have a long history of commitment to diversity, equity, and inclusion work. We continue to build on this work and seek out employees who also share this commitment to one of our core values. We are committed to making sure that Lab is a great place to work, and our connection to the University of Chicago provides our faculty and staff with opportunities that would be nearly impossible to match in any other environment.

Job Summary:

The University of Chicago Laboratory Schools are accepting resumes for Substitute Teachers for Academic Year 2022/23. Substitute teachers are responsible for instructing students and facilitating their learning in the absence of the regular teacher. We have specific needs for substitutes in the following areas:

- Library
- Early Childhood (N–2)
- Lower School (3–5)
- World Languages
  - German, Spanish, Chinese/Mandarin, French, Latin
- HS Science
- Music
- Physical Education
- Clerical

Responsibilities:

- Creates a classroom that is conducive to learning and appropriate to the maturity and interests of students;
- Demonstrates ability to learn and convey a variety of subject matters quickly, while adhering to school processes and protocols;
- Maintains established routine of the school and classroom procedures in which they are assigned;
- Maintains and respects the confidentiality of student and school personnel information;
• Take attendance;
• Completes other duties as assigned.

Experience, Knowledge, Skills, Abilities:

• Strong candidates will have teaching experience and excellent subject expertise in indicated interest areas;
• Must be able to follow oral and written directions and have the ability to establish effective working relationships with staff and students;
• Ability to maintain effective classroom management strategies;
• A commitment to diversity, equity, and inclusion work, an understanding of the importance of teacher engagement in community life, and an interest in using a variety of pedagogical approaches in the classroom is essential;
• The ability to use technology effectively in the teaching and learning process is also important.

Education:

• Some college, Bachelor’s degree preferred

Required Documents:

• Resume
• Cover letter, indicating areas of interest

Interested candidates should submit a cover letter and resume indicating areas of teaching to subs@ucls.uchicago.edu. Resumes will be forwarded to the appropriate Principal or designee for review. Participation in a new substitute teacher orientation is required.

Posting Statement:
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.