

**The University of Chicago**  
**Long-Term Lower School Teacher Job Description**

**Job Summary:**

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 the community. Maintain strong lines of communication with families about student 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:**

- Duties include instructing and supervising a group of Lower School students and providing homeroom instruction including language arts, math, social studies, and social-emotional skills.
- Interact and collaborate with parents and other members of the faculty and administration on a daily basis.
- Head Teachers are responsible for building a nurturing, challenging, and supportive 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.
- The anticipated start date for this position is TBD (Nov-Dec 2018).

***Additional Job Description:***

**Education:**

- Bachelor's degree required.
- Master's degree in education or related field preferred.

**Experience:**

- Prior teaching experience required.
- At least three years of teaching experience in grades 3-5 preferred.
- Experience developing curriculum preferred.

**Unit Competencies:**

- Ability to be agile and flexible required.
- 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 Effort:**

- 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
- Ability to escort children from one classroom to another, in and out of the building 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
- Ability to physically demonstrate lessons, where appropriate

**Required Documents:**

- Cover letter
- Resume
- Professional references

To be considered, please send resume and cover letter to Uzma Panjwani at [upanjwani@ucls.uchicago.edu](mailto:upanjwani@ucls.uchicago.edu).

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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>

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