



EXTENDED DAY TEACHING ASSISTANT

The University of Chicago Laboratory Schools runs an Extended Day program supporting 700+ students per year 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 part-time Teaching Assistants to work with children on our Early Childhood campus (N3 through 2nd Grade).

Early Childhood Assistants will collaborate with a Teaching Fellow, as well as up to one other Assistant in managing the daily tasks of an enriching, warm, and organized after school program. Each teaching team works with a group of same-aged students in Nursery 3 - 2nd grade through the afternoon hours. Each day consists of providing a snack, 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.

Here is what our past staff tell us are the biggest reasons to work in Extended Day at Lab:

- *Working with kids and making a difference*
- *A stepping stone to a career in education, counseling, ministry, psychology, and more*
- *Friendly and welcoming team atmosphere*
- *Opportunity to stretch oneself and grow as a professional*
- *Highly regarded school with a commitment to excellence*
- *Experience planning and implementing age appropriate enrichment activities*
- *A schedule that works for students in college and graduate school*
- *A place to be creative, inspired, and have fun!*



Terms of Employment:

These positions are part-time for the remainder of the 2019-2020 academic school year, which runs January 6, 2020 through June 11, 2020. There are no benefits associated with these positions.

Each Teaching Assistant's work hours will be determined based on the Extended Day program hours and prep and meeting time needed. Once Teaching Assistant's work days and times are agreed upon work schedules will be the same each week. This may be from 10 to 25 hours a week at an hourly wage of \$13 - \$16 per hour depending upon experience and credentials.

Early Childhood Extended Day Program hours needed are Monday, Tuesday, Thursday, Friday 1:30 p.m. to 5:30 p.m.; Wednesday 12:30 p.m. to 5:30 p.m.

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.

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 and cover letter to extendeddayjobs@ucls.uchicago.edu

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