



THE UNIVERSITY OF
CHICAGO

Laboratory
Schools

Remote Coordinator

The University of Chicago Laboratory Schools provides 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.

Job Summary:

The Remote Coordinator works under the guidance of the administration team and in collaboration with learning teams (teachers, counselor, academic specialist, learning coordinator) and nurses to provide support for students who must quarantine at home. The Remote Coordinator will support these students and their families and work with homeroom teachers as well as with all special area teachers and L&C as needed.

The Remote Coordinator will be responsible for consulting with admin and the student's learning team (homeroom and special area teachers, counselor, academic specialist) to create an individual learning plan for the student. They will create a daily schedule, gather materials needed for remote learning, will communicate the plans to the family, and will offer drop-in opportunities during one morning and one afternoon blocks to meet via zoom for support during the school day. In addition, the Remote Coordinator will assist with homeroom zoom opportunities whenever possible.

Responsibilities *include, but are not limited to:*

- coordinate with students' learning teams (teachers, counselor, academic specialist, learning coordinator), administration, and nurses to create a learning plan and schedule with zoom info for each individual student and communicate plans back to the teams
- gather materials needed for home learning
- communicate plans to families and coordinate materials pickup
- provide zoom drop in help during morning and afternoon periods for quarantined students (1 hour in the morning and 1 in the afternoon)
- help support daily zoom opportunities with homeroom teachers
- trouble-shoot tech issues for quarantined students
- report any concerns from students or families to the learning team when they arise
- communicate details regarding student's transition back to school with families and teachers

Experience/Qualifications:

- College Degree Preferred
- Previous experience working with students
- Familiarity with working with Zoom/Google Suites
- Understanding of Mac/PC software, operating systems and applications, networks, and hardware required

Competencies:

- Strong verbal and written communication skills required
- Analytical skills required
- Problem-solving skills required
- Attention to detail required
- Organizational skills required.
- Creativity required
- Strong interpersonal skills required.
- Ability to work independently and as part of a team required.
- Ability to maintain composure in stressful situations required
- Ability to work on multiple projects simultaneously, set priorities, and meet deadlines required

Required Documents should be sent to abrown2@ucls.uchicago.edu:

- Cover letter
- Resume
- Professional references

PLEASE NOTE: We will need to be flexible and responsive to the needs of our students and teachers as they arise. We will start with this plan and make adjustments based on feedback and suggestions as needed.