



THE UNIVERSITY OF CHICAGO LABORATORY SCHOOLS

DIRECTOR, FAMILY LIFE PROGRAMS

Location: Chicago, IL

Start Date: November 1, 2024

Reports To: Associate Director of Schools, Finance & Operations

Compensation: Competitive salary with generous benefits package

THE OPPORTUNITY

The Director, Family Life Programs is responsible for developing and managing innovative, co-curricular programs that extend the school's mission beyond the regular school day and during the summer. Serving over a thousand children from nursery through eighth grade, these programs include summer camps, extended day care, and special classes. The Director leads in a collaborative, dynamic environment, fostering continuous improvement and supporting the school's diverse community. Key responsibilities include program design, management and evaluation, staff recruitment, ensuring compliance with youth standards, and overseeing budget management to ensure profitability. Additionally, the Director works to strategically grow participation through effective marketing and collaboration.



THE LABORATORY SCHOOLS AT THE UNIVERSITY OF CHICAGO

The University of Chicago Laboratory Schools are home to the youngest members of the world-class University of Chicago's academic community. For over a century, the Laboratory Schools (Lab) have been celebrated as one of the finest schools in the nation, providing an optimal educational experience for students in Nursery–Grade 12. Our mission is to ignite and nurture an enduring spirit of scholarship, curiosity, creativity, and confidence.

The Laboratory Schools seek high quality employees—people who wish to inspire a love of learning in our students and join a vibrant learning community. We value learning experientially, exhibiting kindness, and honoring diversity and seek employees who share a similar commitment to these values. Our school community is 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 Schools are a great place to work, and the University provides our faculty and staff with opportunities to learn and grow. We employ people with a wide range of skills and training, in many different disciplines.

MISSION AND DETAILS

"The University of Chicago Laboratory Schools ignite and nurture an enduring spirit of scholarship, curiosity, creativity, and confidence. We value learning experientially, exhibiting kindness, and honoring diversity. As the first laboratory school in the country, our legacy is built on a commitment to pushing the boundaries of traditional education, shaping the future of learning, and fostering a community where intellectual curiosity thrives."

School Facts:

History: Founded in 1896

Location: Two campuses in Chicago, IL

Students: 2,205 students in 15 grades

Website: www.ucls.uchicago.edu/

Family Life Program Facts:

Full Time Staff: 7

Part Time Staff: 55 in Extended Day; 185 in Summer Lab

Students: 630 in Extended Day; 895 in Summer Lab

Budget: \$2.4 million Extended Day; \$2.5 million Summer Lab



DIVERSITY, EQUITY, AND INCLUSION AT LAB

"Our goal is not just that our community members feel welcomed, but that they feel a sense of belonging. Lab is committed to fostering a community that celebrates and embraces the richness of diversity, promotes equity, and ensures inclusion for all. Recognizing that our strength lies in the varied perspectives, backgrounds, and experiences of our students, faculty, staff, and families, we are dedicated to creating an educational environment where every individual feels valued, respected, and empowered."

VALUES

As enshrined in its mission, the Lab community upholds the following core values:

- **Learning Experientially:** Lab centers hands-on activities and real-world applications of academic concepts.
- **Exhibiting Kindness:** Every person in the Laboratory Schools community honors differences, communicates openly, and treats one another with respect.
- **Honoring Diversity:** Each division of our school takes a whole child approach to education that, according to the Chan Zuckerberg Initiative, "honors the humanity of each student and teacher."

POSITION SUMMARY

The role of Director, Family Life Programs, is to maintain and develop innovative programs that extend the school's mission before and after the school day and throughout the summer. These programs include summer camps and classes, extended day (before and after school programming), and special classes, for children in grades nursery three-eighth. These programs serve over a thousand children over the course of the year.

The Director, Family Life Programs, has the opportunity to lead in a dynamic learning environment where administrators and staff are committed to the continuous improvement of the program, engage in open discourse, and share a passion for big ideas. Family Life Programs attract and benefit the entire Lab community including our growing international population. These programs also have potential to generate income and net profit with good business management applications.

Key responsibilities of the role include: Define and lead the design, implementation, management, and evaluation of the Family Life Programs department. Foster a school-wide environment of continuous learning through co-curricular programs and activities. Collaborate with key stakeholders internally and externally to identify learning needs and strategic priorities for the department programs. Incorporate educational and youth development best practices pertaining to program development. Recruit and develop exceptional staff. Utilize and implement contracts that can deliver quality programs. Ensure regulatory compliance related to youth work standards. Structure and manage for strong profit value of key programs. Effectively market to grow participation. Adhere to good business practices including robust budget management and budget analysis.

PRIMARY RESPONSIBILITIES

1. Seeks, hires, trains, develops, monitors and evaluates the performance of staff and program providers; reviews and recommends personnel actions.
2. Oversees the design and implementation of programs, initiatives and interventions aligned to program development strategic objectives and best practices. Sets benchmarks and tracks strategic indicators of quality program and operations, including feedback from the Lab community as well as internal/external partners and translates results into formative and summative decisions as appropriate. Ensures compliance with legal and regulatory reporting requirements.
3. Develops, maintains and regularly consults a comprehensive network of input data to assess and prioritize the learning and program development needs of the overall school co-curricular program. Strives to build-out a planning horizon that enables Lab to be increasingly proactive/strategic in its Family Life Program development efforts. Maintains an ongoing portfolio of ideas, research, and initiatives in the area of co-curricular school programs to ensure progressive programming and elevating Lab to become a national leader in the area of extended day and summer programming.
4. Develops internal and external collaborative partnerships in support of the Laboratory Schools' vision.
 - a. Internal: Utilize and develop resources within the University and other populations of the Lab community and lead joint efforts to enhance co-curricular programs.
 - b. External: To strengthen Lab's role and stature as a key contributor and partner to building/enhancing the City of Chicago and its many communities and neighborhoods.
5. Proposes annual budget. Executes responsibilities and manages resources in alignment with budget directives. Assures net profit goals are achieved.
6. Performs related duties as assigned.

MANAGEMENT RESPONSIBILITIES

The Director, Family Life Programs, manages a team of eight to ten professionals and numerous seasonal positions and contracted providers involved with all the programs. The Director needs to be skilled in management and development of staff. The Director needs to be skilled in budget management, resource management, and forecasting.

CHALLENGES

1. Understand the complexity of operating co-curricular programs within four divisions (Grades N–12) and as part of a larger university.
2. Dynamically integrate both strategic and tactical thinking, action, and accountability.
3. Proactively engage initiatives while also being collaborative and intentional in planning regarding community cultural implications.
4. Balance the needs of the students and families across the Schools in conjunction with schools, mission, goals, and resources.
5. Meet the needs of international students and families who attend summer programming.
6. Find opportunities to expand programs where there is greater demand and generate a viable net profit for some programs.

EDUCATION/EXPERIENCE REQUIREMENTS

1. Master's Degree in education, youth development, social services, social justice, political policy, or a related field, or a combination of education and experience relating to this position.
2. 10+ years in education, youth development, social services, or organizational development experience, including youth program development and managing and directing the work of staff performing a variety of classroom, training, or social service functions.

PHYSICAL REQUIREMENTS

1. Requires sitting for extended periods of time, standing, visual acumen, manual dexterity, and fingering for working with computer keyboards.
2. Ability to stand for two to four hours, climb stairs, and lift up to 25 lbs.
3. Ability to walk or travel between Lab's campuses and other locations on the University campus in all seasons and weather conditions.



KNOWLEDGE, SKILLS, AND ABILITIES

- Demonstrated knowledge and skills in the areas of youth development, training facilitation, and business acumen.
- Working knowledge of various educational and training approaches, methods, media, and technologies.
- Strong project management skills and ability to execute initiatives from start to finish.
- Experience in managing and developing staff.
- Strong command of MS Office and/or Google Suite and learning management systems.
- Demonstrated ability to formulate and drive a comprehensive co-curricular program.
- Excellent written and oral communication skills including presentation experience to diverse audiences.
- Experience in managing contracted providers and vendors and monitoring their performance and quality.
- Experience in a unionized environment helpful.
- Experience on a university campus in an employment capacity helpful.
- Experience in building an effective team to meet school/organizational goals in a high growth organization.
- Experience must demonstrate leadership, strategic thinking, collaboration, project management, problem solving, and change management.

EQUIPMENT, TOOLS, AND MATERIALS UTILIZED

- Standard office equipment
- Mac OS computer systems
- Microsoft Office and Google Suite
- PowerSchool student information system



NON-DISCRIMINATION STATEMENT

In keeping with its long-standing traditions and policies, the University of Chicago considers students, employees, applicants for admission or employment, and those seeking access to University programs on the basis of individual merit. The University does not discriminate on the basis of race, color, religion, sex, sexual orientation, gender, gender identity or expression, national or ethnic origin, age, status as an individual with a disability, military or veteran status, genetic information, or other protected classes under the law (including Title IX of the Education Amendments of 1972). For additional information, read the University of Chicago's [Policy on Harassment, Discrimination, and Sexual Misconduct](#).

TO APPLY

SPARC, the Summer Programs and Auxiliary Revenue Collaborative, is acting on behalf of the school to recruit candidates for this position. Candidates should apply online at:

Director, Family Life Programs

Your online application will require the following:

- Cover letter addressed to: University of Chicago Laboratory Schools
- Resume or CV

Thank you for your interest in this opportunity. You will be contacted upon receipt of your submission. If you have any questions, please contact SPARC at: [**info@sparcnational.com**](mailto:info@sparcnational.com).



SPARC

SUMMER PROGRAMS
AND AUXILIARY REVENUE
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