

Summer Positions | Summer '25



Job Posting Date: May 16, 2026

Application Closing Date: Rolling

Advisory Training + Curriculum Development

Start Date: ASAP	End Date: July 31	Hrs/Wk: Deliverable	Pay: \$1000 stipend
Tasks + Responsibilities: <ul style="list-style-type: none">• Work with team to revise and update Advisory vision• Create Advisory calendar and unit themes/topics• Write lesson plans for 3 lessons/week for 2 grade levels• Prepare lesson materials, including slide decks, and link to calendar			
Supervisor: M. Moss		6-8 positions available	

Admissions Support

Start Date: June 16	End Date: July 31	Hrs/Wk: 10-40	Pay: Hourly rate based on experience
Tasks + Responsibilities: <ul style="list-style-type: none">• Assist with enrolling new students• Process student record requests• Organize and file student records• Other administrative tasks as needed			
Supervisor: N. Menefee		2-3 positions available	

Quest Planning and Training

Start Date: June 16	End Date: July 31	Hrs/Wk: Hybrid	Pay: Your hourly rate
Tasks + Responsibilities: <ul style="list-style-type: none">• Review current Quest curriculum guides• Update/review curriculum guides to align with Quest planning expectations• Create new Quest outlines and teaching guides• Assist with training sessions for new staff			
Supervisor: M. Moss		4-6 positions available	

Summer Reading Camp Coordinator

Start Date: June 16	End Date: July 31	Hrs/Wk: Deliverable	Pay:
Tasks + Responsibilities: <ul style="list-style-type: none">• Work with team to revise and update Advisory vision• Create Advisory calendar and unit themes/topics			

<ul style="list-style-type: none"> • Write lesson plans for 3 lessons/week for 2 grade levels • Prepare lesson materials, including slide decks, and link to calendar 	
Supervisor: M. Moss	1 position available

Summer Reading Camp Teachers			
Start Date: June 16	End Date: July 31	Hrs/Wk: Deliverable	Pay: \$1000 stipend
<u>Tasks + Responsibilities:</u> <ul style="list-style-type: none"> • Work with team to revise and update Advisory vision • Create Advisory calendar and unit themes/topics • Write lesson plans for 3 lessons/week for 2 grade levels • Prepare lesson materials, including slide decks, and link to calendar 			
Supervisor: M. Moss		6-8 positions available	

Candidates MUST:

- Show clear commitment to, belief in, and alignment with the Lab vision, mission, and values;
- Be able/willing to learn how to fulfill the responsibilities listed above;
- Hold an appropriate degree from a relevant institution;
- Demonstrate experience in, and passion for, working with diverse populations.

In addition, the Lab School Hiring Committee will look favorably upon candidates who:

PREPARATION:

- Are appropriately licensed or willing to obtain relevant licensure;
- Have relevant experience;
- Have comfort with relevant technology and experience with Google Suite;
- Possess strong management skills;
- Are exceptionally organized and have the ability to prioritize effectively and meet competing deadlines;

PERSONAL QUALIFICATIONS:

- Demonstrate professional demeanor, strong self-confidence;
- Possess excellent written communication skills;
- Possess excellent interpersonal skills among diverse students, colleagues, and families;
- Desire to work collaboratively with others in all aspects of the role;
- Display unquestioned integrity, judgment, and decision-making skills;
- Demonstrate the ability to work in a dynamic, fast-paced, start-up environment both independently and as part of a team.

MINDSET:

- Are motivated to work in an open, progressive school environment;
- Are independent thinkers;
- Are reflective in their practices and have a growth mindset;
- Demonstrate flexibility and adaptability, and comfort in ambiguous situations;
- Demonstrate innovation and creativity in reimagining roles;
- Take initiative, are self-starters, and demonstrate leadership skills;
- Have high energy, humility, and a good sense of humor.

Application Process

Please visit <https://www.charlottelabschool.org/working-at-lab.html> to complete an application. You will be asked to include your resume and a detailed cover letter demonstrating your interest in working for Charlotte Lab School. The application process includes an initial phone screening interview, participation in a group interview experience, and follow-up interview with your potential supervisor.

Charlotte Lab School is strongly committed to hiring a diverse and multicultural staff and we encourage applications from traditionally underrepresented backgrounds. Charlotte Lab School does not discriminate on the basis of race, color, gender, handicap, age, religion, sexual orientation, national, ethnic origin, or any other reason prohibited by state or federal law.