

Rebecca M. Chmielewski

Dedicated and enthusiastic, with strong communication skills able to manage multiple responsibilities simultaneously and maintain calm in fast paced environments. Ready to continue leveraging versatile knowledge and skills to positively impact students, staff and the community.

ADMINISTRATIVE EXPERIENCE

Associate Director, Family Life Programs and School Support July 2021 to present University of Chicago Laboratory School

Supervise three FLP Assistant Directors and one Coordinator across two campuses. Serve on the management team charged with recruitment, selection process, training, and supervision for the Extended Day and Summer Lab staff; contribute to the design and coordination of the programs of activity; and provide the operational oversight and hands on implementation for the Summer Lab and Extended Day programs. Coordinate travel for athletic events and off-campus field trips. Process, update, and maintain Parent ID records for campus access. Support administration across all divisions with operational needs.

- Supervise daily operations of Extended Day programs, support in-person logistics involving teacher needs, student movement, and early pick-ups.
- Recruit, interview, hire, and onboarded over 50 leads and assistants for Extended Day programs annually and over 100 lead teachers, assistants, counselors, and staff for Summer Lab annually.
- Supervise, manage, and provide feedback to 9 in-house substitutes across two campuses.
- Work with Human Resource Talent Specialist on daily substitute assignments and placement, approximately 5 to 15 absences per day.
- Staff and serve as the direct report for Middle School and High School Lunch para-professionals.
- Work with bus companies and departments within the school to provide transportation for athletic contests and off-campus field trips.
- Collaborate with the University ID and Privileges Office and the Lab Registrar's Office to create, maintain, and distribute Lab Parent and caregiver IDs to community members as necessary.

Interim Dean of Students, Early Childhood University of Chicago Laboratory School

August 2020 to July 2021

Work as a team with the Principal, Assistant Principal, and Dean of Teaching and Learning in providing for the smooth functioning of all programs in N-2. Help to assure the academic and social progress of the students, maintaining good community relations, advising the N-2 administrative team on matters concerning N-2 and representing the team as requested. Help to ensure that the school's commitment to diversity, equity and inclusion is included in all work.

- Supervise, manage, observe and provide monthly feedback sessions to 24 Family Life Program Classroom Support staff.

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- Attend to immediate child needs (missing snack, late arrivals, early departures, student incidents, etc.).
- Support more than 30 teachers and counselors with students i.e. – lunch, taking a break, escort to calming room.
- Work with Human Resource Talent Specialist on daily substitute assignments and placement, approximately 5 to 10 absences per day.
- Coordinate daily arrivals and dismissals (carline) and serve as the contact for 10 to 15 staff volunteers for carline.
- Support in-person logistics involving teacher needs, student movement, lunches, early parent pick-ups.
- Act as liaison with Family Life Programs (early and late day programs).
- Serve on the N-2 Wellness council to promote wellness for students, faculty, staff and families, to create connections, and to build a healthy community.
- Establishes a positive, cooperative working relationship with over 10 other school administrators through weekly, monthly and quarterly meetings.

Interim Director, Family Life Programs

May 2020 to August 2020

University of Chicago Laboratory School

Defined and lead the design, implementation, management, and evaluation of the Family Life Programs department. Fostered a school-wide environment of continuous learning through co-curricular programs and activities. Collaborated with key stakeholders internally and externally to identify learning needs and strategic priorities for the department programs. Incorporated educational and youth development best practices pertaining to program development.

- Managed and advocated for the nine Family Life Programs administrative team members and over 50 staff during remote learning in Spring 2020.
- Broadened and balanced program offerings for Summer Lab 2020 and led a specific, timely, and targeted marketing initiative, leading to already increased enrollments (pre-COVID); pre-COVID there were 75 classes scheduled for Summer Lab 2020.
- Oversaw the design, implementation, and evaluation of four summer 2020 remote programs serving 75 students during COVID: High school computer science class of 30 students for credit and three remedial literacy classes for 45 rising first to fourth grade students, which provided a template for remote remedial support for the fall of 2020.
- Collaborated with key stakeholders to plan and design the fall 2020 Extended Day programming for in-person learning; worked with the Fall Planning team of 10 to 15 administrators at Lab.

Associate Director, Family Life Programs

June 2018 to May 2020

University of Chicago Laboratory School

Supervised two FLP Assistant Directors and one Coordinator at the Historic Campus. Led the recruitment, selection process, training and supervision for the Summer Lab staff; contributed to the design and led the coordination of the catalogue of summer activity; and served on the management team providing operational oversight and hands on implementation for the Summer Lab and Extended Day programs.

- Served as the Director of Summer Lab, a six-week program currently reaching about 1,000 young people annually. Planning and preparation beginning in October.

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Reviewing over 50 proposals for classes offerings. Direct oversight of over 200 faculty and staff. One half of the attendees are Lab students and the other half are mostly Chicagoans. There are participants from across the country and a growing international population. Net income is annually close to \$1,000,000.

- Served as the lead of Extended Day programs at the Historic Campus, overseeing approximately 200 students daily.
- Recruited, interviewed, hired, and onboarded over 50 leads and assistants for Extended Day programs annually and over 200 lead teachers, assistants, counselors, and staff for Summer Lab annually.
- Worked to create increased visibility and integration of Extended Day program staff into the culture and community of the Lab School – recognition of the work that the FLP team does and how integral it is to the Schools.
- Initiated a campaign for a program and school-wide missing/lost child policy.
- Staffed and served as the direct report for Middle School and High School Lunch para-professionals.

Associate Director, Adventure Kids Day Camp

2007 to 2018

University of Chicago Laboratory School

Developed yearly themes and prepared programming, events, calendar, and scheduling.

- Monitor job database, update applications, and conduct interviews for 40-60 counselor positions from more than 100 applicants annually.
- Attended monthly planning meetings with directors of all summer programs.
- Completed biweekly payroll and kept track of all expenditures totaling \$40,000-\$50,000 annually.
- Ensured the enjoyment, supervision, and safety of counselors and 150-200 campers.
- Disciplined campers/counselors when necessary and acted as a liaison to parents.

TEACHING EXPERIENCE

University

Instructor-of-Record

Ohio University

Foundations: Function

Spring 2018

Experimental Drawing and Painting

Spring and Fall 2017

Introduction to Drawing

Fall 2016

Developed and implemented curriculum based on the course description for 15 to 21 university undergraduate students per class. Mentored and critiqued developing ideas and finished work in individual and group settings. Provided feedback and submitted final grades to the university.

Teaching Assistant

Ohio University

Art and Hip Hop, E-learning

Summer 2017

Studio Art Topics: Art + Science

Spring 2016

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Foundations: Image
Foundations: Description

Spring 2016
Fall 2015

Assisted the professor in planning and preparation and daily class activities, including attendance, studio set up, student questions, project development, materials pick up, and critiques. Lectured on specific topics and lead the class when the professor was absent.

TEACHING EXPERIENCE

Pre-K – Grade 12

Assistant Teacher, 1st/2nd Grade

2006 to 2008; 2011 to 2015

University of Chicago Laboratory School

Assisted the head teacher in day-to-day activities including teaching lessons, leading reading groups, one-on-one assistance to students, planning and room prep, grading, progress reports, and supervision of students. Attended professional development days, teacher planning days, open houses and parent teacher conferences. Instructed several art projects with students over the course of the years, including, but not limited to self-portraits, color studies, still life drawings, and print making. Developed and implemented a monthly cooking curriculum with second grade students called "Kids in the Kitchen."

Assistant Teacher, 4-year-old Nursery

2008 to 2009

University of Chicago Laboratory School

Assisted the head teacher in day-to-day activities including lessons, leading art activities, one-on-one assistance to students, planning and room prep, progress reports, and supervision of students. Attended professional development days, teacher planning days, open houses and parent teacher conferences.

Substitute Teacher, Nursery 4 - Grade 12

2010 to 2012

University of Chicago Laboratory School

Substituted for teachers in specialty areas of art and physical education as well as classroom teachers in N/K, Lower School (1-4), Middle School and High School daily, as well as for long term absences.

After School Art Program Supervisor

2008 to 2009

University of Chicago Laboratory School

Reviewed and edited curriculum. Created the Artists' Studio schedule. Provided general guidance and support to Artists' Studio teachers. Served as a liaison between the program and the After School Director. Taught special projects throughout each quarter. Maintained the vision of the program and the spirit of substantial and meaningful art education within the After School Program.

Art Instructor for After School Program

2005 to 2008

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Developed and implemented a curriculum for art classes based on figures in art history for Nursery - Fifth Grade classes. Introduced students to unfamiliar artists, techniques and materials. Supervised and instructed students in a variety of projects.

Head Coach, Grades 7 and 8 Girls Basketball

2005 to 2009; 2010 to 2015

University of Chicago Laboratory School

Planned and facilitated daily practices. Provided information on team events to players and families. Maintained contact and communication with the Athletic Director regarding all team issues.

May Project Coordinator

2007 to 2009

University of Chicago Laboratory School

Provided information that enabled seniors to research, develop, and carry out a significant independent project. Organized, prepared, reviewed proposals, and publicized the May Project to over 100 U-High seniors resulting in culminating projects, products and presentations delivered to the Lab School community.

Middle School Mentor & Site Team Leader

2004 to 2005

AmeriCorps-St. Louis, St. Louis, Missouri

Mentored 7th grade students in the areas of personal responsibility, social competence, and citizenship. Developed and implemented school-wide projects and after-school/special programs. Assisted teachers in classroom activities and maintenance.

- Participated in community service projects (Make A Difference Day, Earth Day, St. Louis Serves Day).
- Coached the middle school girls' basketball team.
- Developed and implemented action plans for activities such as Martin Luther King, Jr. Day and the Middle School Olympic Retreat as a member of the organizing committee.
- Served as the Team Leader at school site.

PERSONAL, PROFESSIONAL AND COMMUNITY INVOLVEMENT

- Appointed to the Board of Directors for Gerber/Hart Library and Archives, Midwest LGBTQ History and Culture center, serving as the Treasurer of the board.
- Volunteered, recruited and elected to support areas of the Lab School outside of primary role.
 - ⇒ 7TH Grade Camp Chaperone (seven years)
 - ⇒ Lower School Morning Recess Supervision
 - ⇒ Middle School lunch supervision
 - ⇒ May Project proposal reviewer
 - ⇒ Middle School Diversity Days workshop facilitator
 - ⇒ Assistant Teacher Rep to Executive Board of the Faculty Association
 - ⇒ LMAIS, Auxiliary and Summer Programs

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- As a supplement and compliment to graduate studies, joined multiple organizations to further the visibility of the LGBTQ community in Athens, Ohio.
 - ⇒ Graduate Assistant, Ohio University Art Galleries
 - ⇒ Athens Pride Planning Committee
 - ⇒ Southeast Ohio LGBTQ+ Center Advisory Board
 - ⇒ Southeastern Ohio LGBT Coalition Arts Advisor
- College of Arts and Humanities, Eastern Illinois University Dean's Office Graduate Assistant
- The Museum of Contemporary Art School Tour Facilitator

Other volunteer and membership activities include and have included Center on Halsted, College Art Association (CAA), National Art Education Association, ROY G BIV Gallery, and Cornelia Arts Building.

EDUCATION

Ohio University, Athens, Ohio, 2018

Master of Fine Arts in Painting + Drawing, Summa Cum Laude

Eastern Illinois University, Charleston, Illinois, 2010

Master of Arts in Studio Art, Summa Cum Laude

Washington University in St. Louis, St. Louis, Missouri, 2004

Bachelor of Fine Arts in Painting, Magna Cum Laude

Santa Reparata International School for Art, Florence, Italy, Summer 2002

Study Abroad

BIBLIOGRAPHY, PUBLICATIONS, PRESENTATIONS

- *Out at the Movies*, film screening of *BPM (Beats per Minute)*, panel member, Athena Cinema, Athens, Ohio, 2018
- *Athens LGBTQ Legacy Project*, host and panel moderator, Ohio University, Athens, Ohio, 2018
- *Around the Fire in (Plato's) Cave: Elders and Young'uns*, panel member, Kennedy Museum of Art, Athens, Ohio, 2018
- *World AIDS DAY: A Day With(out) Art*, film screening of *Alternate Endings, Radical Beginnings*, host and panel moderator, Ohio University, Athens, Ohio, 2017
- *Community Through Dialogue: Collecting, Preserving, & Retelling LGBT Histories*, facilitator, Kennesaw State University, Kennesaw, Georgia, 2016

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- *Emerging Voices in Visual Culture: Artist Interviews*, Ohio University School of Art + Design, by Sydney Joslin-Knapp, 2016.
- *Chicago Paints* Exhibition, Catalogue, Published by Ohio University Art Gallery, 2016.
- *Soft at Heart: Artist Talk*, Pius XI High School, Milwaukee, Wisconsin, 2014

AWARDS, HONORS AND EXHIBITIONS

- Multiple Graduate Scholarships and Awards, Ohio University, 2015 to 2018
- Multiple Undergraduate Scholarships and Awards, Washington University in St. Louis, 2000-2004
- 35 visual arts exhibitions, multiple states, 2001 to 2019
- 8 murals, St. Louis, Missouri, 2002 to 2004
- www.rebeccachmielewski.com – artist website

REFERENCES

Ann Marie Baumann, Dean of Faculty, N-2
University of Chicago Laboratory Schools
5800 S Stony Island Ave
Chicago, Illinois 60637
312-451-1742
abauman@ucls.uchicago.edu

Sally Csontos
Csontos & Associates, LLC
1403 S Indiana Ave
Chicago, Illinois 60605
312-925-6494
sallycsontos@gmail.com

Julie Dummermuth, Director, School of Art + Design
Ohio University School of Art + Design
528 Seigfred Hall
Athens, Ohio 45701
740-593-4288
dummermu@ohio.edu

John Sabraw, Area Chair, Professor of Painting + Drawing, School of Art + Design
Ohio University School of Art + Design
528 Seigfred Hall
Athens, Ohio 45701
740-707-7855
sabraw@ohio.edu