



**International
School**
Los Angeles
**Lycée
International**

Playground Supervisor

About the International School of Los Angeles

Mission:

The International School of Los Angeles (LILA) is an international, preschool through 12th-grade school committed to academic excellence in a nurturing and intimate environment that encourages personal initiative, creativity and curiosity. Students are challenged through the rigorous and well-balanced bilingual curricula of the French and International Baccalaureate institutions. Our goal is to develop confident, caring, and open-minded critical thinkers who will thrive in a diverse and competitive world.

Context:

The Los Feliz Campus has approximately 350 Pre-K to 5th grade students. With more than 30% of all our students, it is the largest campus and has been at its current location since 1992. The campus is located on six acres in the Hollywood/Los Feliz area, on a hill above the ABC studios. The original buildings were designed by architect John Lautner and are classified as an historic-cultural monument by the city of Los Angeles (#553). These permanent structures and others are used as offices, classrooms, science labs, art rooms, a multipurpose room, computer labs, and a teachers' lounge. The library (about 12,000 volumes and periodicals) sits in the middle of the largest building. Several modular classrooms have been added as the school continues to grow. There is a large field used for soccer and other sports, and several play areas, which are all fenced.

Campuses

Burbank
Los Feliz
Orange County
Pasadena
West Valley

Corporate Office

Burbank

Los Feliz Campus

4155 Russell Ave, Los Angeles, CA 90027
tel 323-665-4526, fax 323-665-2607, www.internationalschool.la

Job Description

Title: Playground Supervisor

Reports to: Dean of Students

Location: Los Feliz Campus, Los Angeles, CA

Main objective:

To ensure the safety, comfort, orderliness, and cleanliness of the entire campus community, including students, staff, parents, and visitors, by monitoring activity in and around all buildings, grounds, and equipment and providing administrative and physical efforts needed.

Overall responsibilities include the following areas:

- playground supervision
- classroom support
- campus organization
- data entry
- safety procedures

Specific responsibilities:

Responsibilities include, but are not limited to, the following:

- Serve as a responsible and professional liaison with management, staff, parents, and visitors.
- Monitor students, parents, and associated traffic during arrival and dismissal.
- Actively supervise students during recess, lunch, school dismissal and as directed on or off campus.
- Discipline students who are breaking playground or other rules and ensure ongoing adherence to safety protocols all in line with the school discipline policy.
- Ensure proper student participation in any afterschool activity and/or study hall and assist with recordkeeping and supervision as required.
- Supervise any student in the office infirmary and administer first aid treatment for student injuries/accidents as appropriate and/or authorized.
- Initiate any required reporting or escalation, including notifying campus management and/or contacting parents.

- Cover absences of teacher assistants for any class duties as needed.
- Supervise students in class when a teacher is late or absent, if needed.
- Keep the campus clean and tidy.
- Collect the lost and found at the end of the day.
- Adhere to all policies, rules, and regulations as adopted by the School Board and as outlined by the administration.

Selection Criteria

Essential qualifications:

- Excellent communication skills (written and oral).
- Organized and efficient.
- Ability to work independently.
- Ability to prioritize and to work under multiple deadlines.
- Knowledge of Microsoft Office applications.
- Unimpeachable ethical standards, personal integrity, good judgment and reliability mandatory.

Desirable qualifications:

- Ability to speak French a real plus.
- Early Childhood Education (ECE) units also a plus.

Schedule

This is a Monday through Friday full-time, hourly paid position from approximately 8:30am to 6:00pm. Position is based at the Los Feliz campus.

How to apply

Please submit a cover letter and resume by email to cv@lilaschool.com (please put "Los Feliz Playground Supervisor" in the subject line), or by fax to 818-994-2816. The position is available for immediate hire, with applications considered on a rolling basis. Candidates are encouraged to submit applications as early as possible. *No phone calls, please.*

While the above is a description of the essential functions of the position, other duties may be assigned. This job description is subject to

change at the discretion of management. Please visit our website at www.internationalschool.la to learn more.

The International School of Los Angeles is an equal opportunity employer.