



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

Campus Assistant

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 Orange County Campus of the International School of Los Angeles is centrally located in the City of Orange. It moved to its current location in July 2015 and presently serves approximately 135 students (preschool to 7th grade). It is on the grounds of Covenant Christian School, well-situated close to the 22, 55, 91, 57 and 5 freeways in a mixed-use neighborhood. The school has ten classrooms, a media lab, library, two playgrounds, an administration office and a large parking lot. There are a separate grassy field and gymnasium that are used for physical activities such as soccer, kin-ball, badminton and street hockey. To accommodate all the guests at special events (Winterfest, Graduation Ceremony, Fête de la Musique...), the International School of Los Angeles-OC community has access to an auditorium and a large party room.

Campuses

Burbank
Los Feliz
Orange County
Pasadena
West Valley

Corporate Office

Burbank

Orange County Campus

1838 N Shaffer St, Orange, CA 92865
tel 714-771-4710, fax 714-771-7110, www.internationalschool.la

Job Description

Title: Campus Assistant

Reports to: Campus Director

Location: Orange County Campus, Orange, 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

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 8:30am to 5:30pm or 9:30am to 6:30pm. Position is based at the School's Orange County campus.

How to apply

Please submit a cover letter and resume by email to orangecounty@lilaschool.com (please put "Orange County Campus Assistant" in the subject line), or by fax to 714-771-7110. 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.