



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

**Campuses**  
Burbank  
Los Feliz  
Orange County  
Pasadena  
West Valley

## Playground Assistant

### About the International School of Los Angeles

**Mission:**

The International School of Los Angeles is a non-profit, independent, international school committed to bilingual education and academic excellence in a nurturing environment.

Our mission is to develop bilingual critical thinkers who are open-minded, confident and caring, and equipped to thrive in a diverse, competitive world.

We offer a preschool through 12th grade curriculum that culminates in the French baccalauréat or the International Baccalaureate®'s Diploma Programme.

**Values:**

The delivery of our mission is anchored in the commitment of each member of the school community to uphold the values of respect, excellence, and diversity.

### Job Description

**Title:** Playground Assistant

**Reports to:** Campus Director, Business Manager, and Dean of Students

**Location:** Burbank, Los Feliz, Pasadena, or Tarzana, CA

**Main objective:**

The playground assistant works with students to ensure their well-being and safety on school grounds. He/she will assist in maintaining standards of student discipline and ensuring the observance of rules and procedures by the campus. He/she must be a team player, committed to the School's mission, and be passionate about encouraging excellence in education.

**Essential Functions:**

Playground Assistant

1. Responsible for administering first aid when necessary.
2. Provides assistance to staff and visitors.

School Administration

1105 W Riverside Dr, Burbank, CA 91506

tel 818-994-2961, fax 818-994-2816, [www.internationalschool.la](http://www.internationalschool.la)

3. Supervises, organizes, schedules, promotes, conducts, and participates in recreational activities for all age groups on the playground.
4. Maintains order on the campus, checking to see that school regulations are being observed.
5. Orders, issues, and makes minor repairs to the playground supplies and equipment.
6. Keeps records and makes reports of inventory and injuries.
7. Supervises safe conduct in emergency drills and evacuations in the event of a real emergency.
8. Acknowledges, models, and reinforces desirable student behavior.
9. Assists in the drop-off and pickup process, including guiding traffic.
10. Performs light administrative work such as filing, attendance tracking, making photocopies, or database input linked to the School.
11. Patrols campus corridors, locker rooms, restrooms, assembly and athletic facilities, bus-loading areas, and other campus locations in order to observe student behavior and prevent rule violations or unsafe activities.
12. May direct students and others, taking action when necessary to prevent injury to people or damage to property.
13. May work with groups authorized to be on the campus before and after school hours and keeps the campus free of unauthorized persons.
14. May assist teachers, parents, volunteers, or administrators in supervising students during field trips, assemblies, and special events.
15. May assist in counseling individual students or groups of students.
16. May help with the organization of student clubs.
17. May deliver, set up, lay out, or collect equipment and other materials.
18. Performs other duties as assigned.

## Selection Criteria

### Required Education and Experience:

- High School Diploma (Bachelor's preferred) from an accredited institution.
- Ease and experience with Windows-based computers, internet, emails, etc.

### Supervisor's Responsibility:

All employees must supervise students and are expected to comply with our School Child Protection and Mandated Reporter Policies.

### Work Environment:

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets, and fax machines.

### Physical Demands:

While performing the duties of this job, the employee is regularly required to talk and hear. This position is very active and requires standing, walking, bending, kneeling, stooping, crouching, crawling, and climbing all day. The employee must frequently lift and/or move items over 20 pounds. Specific vision abilities required

by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

**Position Type / Expected Hours of Work:**

Workdays are Monday through Friday.

**Travel:**

Occasional field trip travel.

**Work Authorization:**

Must be authorized to work in the United States, must take and pass the Department of Justice Live Scan, and must meet all health requirements of health screening, TB, and immunizations.

*The International School of Los Angeles provides equal employment opportunity to all individuals regardless of their race, color, creed, religion, gender, age, sexual orientation, national origin, disability, veteran status, or any other characteristic protected by state, federal, or local law.*

**Other Duties:**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

## How to Apply

Please send your cover letter, resume, and list of references to [cv@lilaschool.com](mailto:cv@lilaschool.com) (indicate "Playground Assistant 2020-2021" in the subject line). *No phone calls, please.*