



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

Teacher Assistant

About the International School of Los Angeles

Campuses

Burbank
Los Feliz
Orange County
Pasadena
West Valley

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: Teacher Assistant

Reports to: Campus Director & Associate Campus Director - ELC

The Teacher Assistant works under the supervision of the teacher during class time.

Location: Los Feliz Early Learning Center (ELC), Los Angeles, CA

Context:

The Teacher Assistant will work to foster students' academic success, assisting in all aspects of classroom and school functions. He/she must be a team player, committed to the School's mission, and passionate about encouraging excellence in education.

School Administration

1105 W Riverside Dr, Burbank, CA 91506
tel 818-994-2961, fax 818-994-2816, www.internationalschool.la

Specific Responsibilities:

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

Classroom Duties

- Assist the teachers in implementing curriculum and preparing daily activities.
- Appropriately supervise students while keeping them safe at all times, in the classroom and on the playground.
- Assist the students with activities of daily life (e.g. restroom use, lunch and snack times, dressing).
- Communicate with the teachers regarding all aspects of students' care as well as classroom management.
- Support bilingual education via continuous interaction with students.
- Supervise students during morning and after-school daycare.
- Participate in field trips.
- Attend training during in-service days.
- Attend and engage in occasional school events that may take place during nights and/or weekends.

General Expectations

- Be a positive role model.
- Be customer service oriented and professional.
- Follow the teacher's instructions, support student learning by treating students fairly and responding to their questions and concerns.
- Use appropriate language and give clear directions suitable for the students' age.

Selection Criteria

Required Education and Experience:

- At least one year of experience working with children
- Have a certificate of Early Childhood Education (or currently working toward the completion of one)
- Must have native proficiency in English and French
- Ease and experience with Windows-based computers, the internet, emails, etc.
- Unimpeachable ethical standards and personal integrity

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 and often outdoors. May be exposed to heat and cold when outside. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets, etc.

Physical Demands:

While performing the duties of this job, the employee is regularly required to talk, watch the facilities and the children, 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:

Work days are Monday through Friday; campus hours of operation are 7:30am-6:30pm.

Travel:

Occasional field trip travel and travel to other campuses for training.

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 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 (indicate "Teacher Assistant – LILA" in the subject line).
No phone calls, please.