



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

Campuses
Burbank
Los Feliz
Pasadena
West Valley

Pasadena Campus Director

About the International School of Los Angeles

Mission:

The International School of Los Angeles (LILA) 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: Pasadena Campus Director

Reports to: Head of School

Location: Pasadena Campus, Pasadena, CA

Context:

The Pasadena Campus Director is the leader of the Pasadena Campus, which welcomes 140 students in preschool – 5th grade. He/She implements school policies, programs, curriculum activities, and budgets in a manner that promotes the educational development of each student and the professional development of each faculty and staff member. He/She oversees the day-to-day operation of the campus and supervises faculty and staff. He/She is an active member of the School Leadership Team.

Main objectives:

- To embody, manifest, and advocate the mission and vision of the School and enable the School to meet its strategic goals as set forth in the [Strategic Plan](#) (as updated from time to time, the “Strategic Plan”).
- To provide outstanding leadership and effective and efficient management on the campus level.
- To develop and maintain such conditions as are necessary to achieve excellence on each campus.

School Administration

1105 W Riverside Dr, Burbank, CA 91506

tel 818-994-2961, fax 818-994-2816, www.internationalschool.la

Key relationships:

- All faculty and staff on campus will report to the Campus Director.
- The Campus Director will be a member of the School Leadership Team and will work with the Academic Team, Human Resources, Advancement, Marketing/Communications, the Extracurricular & Athletics Team, and other members of School Administration.

Specific Responsibilities

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

- Maintain a campus environment that ensures the safety, health, and welfare of students and personnel.
- Assess the facility needs, both building and site, and through coordination with the School's Facility Manager maintain good working conditions on campus.
- Be responsible for campus-specific emergency plans and procedures.
- In collaboration with the CFO and in line with school policies and initiatives, prepare, propose, and manage the campus budget.
- Oversee the coordination of the extracurricular activity programs, the activities of faculty, the camps, the Parents' Association (PA) and associated parent committees.

In line with school policies and the Strategic Plan, the Campus Director assists the Head of School and collaborates with the Leadership Team and Academic Team, to:

- Implement the Strategic Plan.
- Define and implement the *project d'école / projet d'établissement* and make recommendations regarding its evolution.
- Harmonize pedagogy on campus.
- Review and implement pedagogical projects as appropriate.
- Evaluate pedagogy and report on campus performance to the Head of School.
- Recruit, train, and evaluate faculty and staff for the campus.
- Provide leadership for, and facilitate collaboration with, all stakeholders on identifying goals for student achievement, assess progress toward meeting the goals, and measure the outcomes of these goals.

Communication strategy & outreach

- Communicates internally with faculty, staff, parents, and the community.
- Communicates externally with partners – schools, bodies of accreditation, cities – as appropriate.
- Collaborates with the Advancement Team on fundraising initiatives as appropriate.
- Collaborates with the Admissions Director to ensure that the campus is at capacity, and to seek out and attract new students, as required.
- Participates actively and positively as a member of the School Leadership Team.
- Works with the School Leadership Team to ensure consistent delivery of the LILA mission.

Selection Criteria

Required education and experience:

- Bachelor's degree (Master's preferred) from a recognized institution.
- Accreditation as an elementary educator.
- Bilingual in English and French.
- Demonstrated leadership experience working in a school setting.
- Ease and experience with Windows-based computers, internet, emails, and proficient typing abilities.

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, with evenings and weekends, as required.

Travel:

Frequent travel to School Administration, other LILA campuses, and meetings.

Work authorization:

Must be authorized to work in the United States, 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 (please indicate "Campus Director - PS" in the subject line). The position is available for a July 2022 start, with applications considered on a rolling basis.

For a confidential phone call with the Head of School, please email cv@lilaschool.com.