



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

**Campuses**  
Burbank  
Los Feliz  
Pasadena  
West Valley

## Human Resources Specialist

### 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:** Human Resources Specialist

**Department:** School Administration

**Reports to:** Human Resources Manager

**Location:** School Administration Office, Burbank, CA

**Context:**

Under the direction of the Human Resources (HR) Manager, the Human Resources Specialist is responsible for the co-administration and co-management of all areas of human resources for the School. The position requires a highly organized and detail-oriented person with excellent interpersonal skills and a high degree of confidentiality and discretion.

**Main objective:**

To collaborate with the HR Manager to ensure the effective operation of the School's Human Resources Department.

**Key relationships:**

- HR Manager
- School Leadership Team
- School Administration
- Campus Business Managers

**School Administration**

1105 W Riverside Dr, Burbank, CA 91506  
tel 818-994-2961, fax 818-994-2816, [www.internationalschool.la](http://www.internationalschool.la)

## Specific Responsibilities

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

- Manage HR functions including recruitment and onboarding, benefits, compensation, and performance management of non-faculty employees.
- Develop and maintain the School's employee policies and procedures, employee handbook, and employee forms.
- Develop, implement, and maintain effective compliance with all federal and state labor laws including employee training.
- Maintain employee records and files.
- Lead mandatory professional development and training for faculty and staff.
- Monitor and submit insurance claims related to workers' compensation.
- Coordinate all leaves of absence and COBRA administration in accordance with federal and California law.
- Oversee the School's [cv@lilaschool.com](mailto:cv@lilaschool.com) email account, regularly checking for incoming messages and responding to and/or forwarding as needed.
- Prepare and maintain accurate job descriptions and oversee correct FLSA classifications.
- Support the Leadership Team in the recruitment process.
- Maintain and update the Working at the International School of Los Angeles guide.
- Collaborate with and support the HR Manager, whose key responsibilities include administering payroll, benefits, visas for French teachers, vacation tracking, the recruitment process for staff and some faculty positions, and acting as a liaison with French educational authorities for the School's French teachers.

## Selection Criteria

### Required education and experience:

- Minimum of three years of experience in human resources management
- Bachelor's degree and/or PHR/SPHR Certification
- Kind, pleasant and effective communicator, willing to serve people at all levels of the organization
- Working knowledge of human resource principles, procedures, and practices
- Ability to effectively deal with multiple priorities, functions, and activities
- Well-developed business ethics and the ability to maintain a high level of discretion
- Knowledge of federal, state, and local employment laws and regulations
- Working knowledge of basic business and payroll software, including Microsoft Office (especially Word, Excel, and PowerPoint), Adobe Acrobat Pro, ADP, and Google Workspace
- Excellent verbal and written communication skills with an emphasis on confidentiality, tact, and diplomacy

**Desirable qualifications:**

- Experience working in education
- Master's degree
- Knowledge of French

**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, fax machines, etc.

**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:**

Some travel to other campuses will be required.

**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 "HR Specialist" in the subject line). The position is available for immediate hire, with applications considered on a rolling basis. *No phone calls, please.*