



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

Early Childhood After-School Activity Leader and/or Assistant

About the International School of Los Angeles

Campuses

Burbank
Los Feliz
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: After-School Activity Leader/Assistant

Department: After-School Department

Reports to: After-School Activities & Vacation Camps Manager

Location: Several campuses throughout the Los Angeles area: Los Feliz (main campus + Early Learning Center), Pasadena, and West Valley (Tarzana)

School Administration

1105 W Riverside Dr, Burbank, CA 91506

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

Context:

The After-School Department provides quality enrichment programs aimed to expose students to new fields of interest as well as create opportunities for them to pursue their passions outside the confines of their classroom environment. Above all, safety, both physical and emotional, is a top priority for all involved in the program, followed by fun and education!

Main objective:

This position supports the After-School Department. The position will require one to five days of work immediately after school.

The primary goal of this position is to create safe, fun, and enriching activities, or, as an assistant, to support the other teaching artists, instructors, and coaches by offering additional supervision during activities.

Specific responsibilities:

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

- Teach and/or assist preschool and pre-k after-school activities
- Setup and breakdown your materials and classrooms
- Oversee attendance to make sure students are present/accounted for
- Maintain a physically and emotionally safe environment

Selection Criteria

Essential Qualifications:

- Must have 12 Early Childhood Education Credits (ECE) or a preschool teaching certificate
- Ability to teach a specialized activity or assist others in doing so
- Commitment to positivity and to continuously improving
- Strong communications skills and a fun outgoing personality
- Unimpeachable personal integrity and commitment to LILA's mission and values

Desirable Qualifications:

- Ability to lead fun activities in French
- Leadership experience
- First Aid and CPR certification

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 school environment, and may include time outdoors. 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.

Expected Hours of Work:

Exact hours will depend on class and campus assignments, but will be approximately: 3:30pm-4:30pm or 3:45-4:45pm, between 1-5 times a week. Classes commence the week of September 19, 2022. Sessions are 14-16 weeks long with the option to renew for the winter season.

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 (please put "ECE After-school" in the subject line). Interviews will be conducted via Google Meet. *No phone calls, please.*