



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

Campuses
Burbank
Los Feliz
Pasadena
West Valley

Associate Campus Director – Los Feliz

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: Associate Campus Director – Los Feliz

Reports to: Los Feliz Campus Director

Location: Two sites in Los Feliz, CA

Context:

In a city where people drive everywhere, Los Feliz Village in Los Angeles stands out. Aside from the plethora of entertainment options, Los Feliz is home to some of Los Angeles's most tranquil neighborhoods and standout architecture. Feliz means "happy" in Spanish, and it's an accurate name for such a pleasant and livable campus.

Los Feliz Campus:

Main Campus

The Los Feliz Main Campus welcomes approximately 350 pre-K through 5th grade students. It is the largest campus and has been at its current location since 1992. The campus is located on six acres in the Hollywood/Los Feliz area, on a hill above the ABC studios. The original buildings were designed by architect John Lautner and are classified as an historic-cultural monument by the city of Los Angeles (#553). These permanent structures and others are

School Administration

1105 W Riverside Dr, Burbank, CA 91506

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used as offices, classrooms, science labs, art rooms, a multipurpose room, computer labs, and a teachers' lounge. The library (about 12,000 volumes and periodicals) sits in the middle of the largest building. Several modular classrooms have been added as the school continues to grow. There is a large field used for soccer and other sports, and several play areas, which are all fenced.

Early Learning Center (ELC)

The Los Feliz Early Learning Center (ELC), located a few minutes' walk away from the main campus, was opened in the fall of 2017. The ELC welcomes 90 preschool and pre-K students and is a satellite of the Los Feliz main campus.

Main objective:

The Associate Campus Director will work across both the Early Learning Center and the Main Campus, assisting the Campus Director and the ELC Manager in the coordination, supervision, and management of the School program and operation.

Key relationships:

- Head of School
- Los Feliz Campus Director
- Los Feliz ELC Manager
- Los Feliz Dean of Students
- All faculty and staff at the two Los Feliz sites
- The Elementary Academic Team, Human Resources, Advancement, the Extracurricular & Athletics Team, and other members of School Administration

Specific Responsibilities

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

Essential functions:

Operations

- Manage daily operations including the health and safety of faculty/staff and students, address daily concerns, and inform Campus Director of issues.
- Assist the Campus Director in developing and maintaining an effective educational program consistent with the philosophy, policies and goals of the School; meeting and conferring with parents, faculty, and staff; maintaining records and files; and preparing reports.
- Assist the Campus Director in the overall administration of the Los Feliz campus sites (main campus and the ELC); interpret and enforce school and school division policies and regulations.
- Support the Campus Director in the collaborative development, implementation, and ongoing refinement of the School's policies and procedures.
- Meet with parents and address their concerns and bring to the attention of the Campus Director and School Administration if necessary.
- Conduct safety drills in accordance with regulation.

- Streamline procedures to create more efficiency.
- Participate in intercampus meetings such as Elementary Management Team, Enrollment Management Team, and pedagogical meetings.

Human Resources

- Work with the teachers to implement school curriculum and provide support.
- Substitute for absent teachers when necessary.
- Interview prospective faculty and staff and, in conjunction with the Campus Director, participate in the selection of candidates.
- Support the Dean of Students in the management of Campus Assistants.
- Be responsible for the retention of employee files related to health, safety, and childcare.
- Observe and evaluate faculty and staff on both sites.
- Collaborate with and train teachers, staff, and support staff.

Students and families

- Support the work of the Dean of Students.
- Respond to the disciplinary and social-emotional needs of the students.
- Enforce attendance rules and oversee the tracking of student and faculty/staff absences.
- Serve as part of the interview committee for prospective families and support the Admissions Team with onboarding of new families.
- Update the Parent Handbook as required.
- Identify and resolve conflicts between staff, parents, and teachers.
- Be visible to students and families, especially at drop-off and pickup.

Community relations

- Serve with parents, faculty, and student groups, as requested, in advancing educational and related activities and objectives.
- Establish relationships with the local community.
- Represent the Los Feliz Campus and school at internal and external events.
- Attend Parents' Association (PA) meetings and support PA initiatives.
- Work with the Advancement Department to increase school outreach.

Administration

- Requisition supplies, textbooks, and equipment, conduct inventories, maintain records, and check on receipts for such material.
- Schedule various events for the year and organize events such as parent-teacher conferences.
- Maintain a variety of files; prepare periodic and special reports as required.
- Provide relevant information for the weekly Mosaique e-newsletter.
- Undertake other duties pertinent to the scope of the position, as required by the Campus Director.

Selection Criteria

The Associate Campus Director must be a team player, committed to the School's mission, and be passionate about encouraging excellence in education.

Essential qualifications and qualities:

- Bachelor's degree (Master's preferred) from an accredited institution
- Possess a US teaching credential
- Excellent written and verbal communication skills in English
- Demonstrated leadership experience working in a school setting
- Demonstrated commitment to Diversity, Equity, and Inclusion
- Strong decision making skills
- Ability to address challenging and difficult situations
- Ease and experience with Windows-based computers, internet, emails, and proficient typing abilities
- Motivated self-starter
- Positive role model

Desirable qualifications:

- Some knowledge of French would be an advantage
- Experience in an international setting

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, 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 (indicate “LF Associate Campus Director” in the subject line). The position is available for an immediate start, with applications considered on a rolling basis. *No phone calls, please.*