



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

**Campuses**  
Burbank  
Los Feliz  
Pasadena  
West Valley

## Secondary Learning Support Assistant

### 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: Learning Support Assistant**

**Department:** Burbank Campus

**Reports to:**

**Location:** Burbank Campus, Burbank, CA

**Compensation:** Hourly Rate of \$23 – \$25

**Main objective:**

The Secondary Learning Support Assistant supports students in grades 6-12 encountering academic difficulties by working with students, teachers, and families to devise and coordinate plans for accommodations, strategies, and remediation using school and outside resources.

### Selection Criteria

**Essential qualifications:**

- Ability to work in a team
- Ability to work in and appreciate a diverse and dynamic environment
- Excellent communication skills

**Desirable qualifications:**

- Bilingual French/English preferred

**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:

### **Essential functions**

#### **Student Related:**

- Consult with teachers and parents to: interpret and report screenings/evaluation results, make recommendations for further outside evaluation or support, ensure adherence to mandated accommodations, recommend additional strategies for the classroom or at home, and provide specific referrals, as needed; possible coordination with and facilitation of Student Support meetings.
- Assist students in the classroom as needed, in coordination with the classroom teacher.
- Define and develop appropriate materials to use within student support sessions.
- Provide student support in French and English in class and during the after-school resource classes (20 periods/week).
- Document student status, including response to various strategies and progress.
- Provide timely information to teachers related to recommendations and accommodations.

#### **Administrative Related:**

- Working with the Admin Team and teachers on various documents and presentations
- Reviewing all teachers' semester report cards for students in Learning Support program
- Facilitating completion of outside evaluation forms with teachers
- Facilitating IEP evaluations and attending IEP meetings with local districts
- Manage a caseload of students; provide access to the academic core curriculum and progress towards meeting instructional academic goals
- Managing all Learning Support documentation

#### **Team Related:**

- Communicate regularly with classroom teachers and other specialists who are also working with identified students (presenting recommendations and accommodations to teachers and updating teachers as changes occur).
- Attending all faculty meetings; conseil de classe meetings.
- Reviewing applications of new students, testing students, and coordinating with
- Admissions department
- Meeting and communicating as needed with outside specialists (tutors, executive function coaches, therapists, physicians).

**Parent Related:**

- Communicating with parents: meet with parents during Parent Teacher Conferences and as needed throughout the year to provide guidance around evaluations and to discuss progress and future planning
- Writing Learning Support progress reports or update emails as appropriate
- Attend Back to School Nights & Open House events

**Other Job Duties:**

- Attendance at In-Service Days
- Attend special meetings as deemed necessary by the Admin Team
- Follow and implement school rules and procedures
- Follow procedures as laid out in the Employee Handbook
- Take part in the life of the school community
- Take part in IT training
- Maintain and improve professional competence and knowledge of bilingual learning
- Dress in a professional manner
- Demonstrate flexibility and adaptability
- Facilitate transition of learning support students between educational programs
- Communicate and interact with colleagues in a professional manner
- Ensure proper response to communications from parents, faculty and staff
- Respect confidentiality of information about students, parents, colleagues and the school as outlined in the employee handbook

**Supervisor 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 50 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:**

This is a full-time position with standard office hours Monday through Friday

**Work Authorization:**

***J visa holders cannot be considered.***

Must be authorized to work in the United States, take and pass the Department of Justice Live Scan, and 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.