



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

**Campuses**  
Burbank  
Los Feliz  
Pasadena  
West Valley

## Campus 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:** Campus Assistant

**Department:** West Valley Campus

**Reports to:** Campus Director and Business Manager

**Location:** Tarzana, CA

**Salary Range:** Hourly Rate \$18 - \$20

**Schedule:** Monday through Friday

**Context:**

The role of the Campus Assistant is to help with playground supervision, classroom support, campus organization, and clerical duties. A successful candidate will have excellent communication skills, both written and oral. The candidate should be able to be organized, be efficient, and work independently. Ability to speak French is highly advantageous. He/she must be a team player, committed to the School's mission, and be passionate about encouraging excellence in education.

**Key relationships:**

- Business Manager
- Campus Director
- Teachers
- Parents
- Associate Teachers and Teacher Assistants

**School Administration**

1105 W Riverside Dr, Burbank, CA 91506

tel 818-994-2961, fax 818-994-2816, [www.internationalschool.la](http://www.internationalschool.la)

## Selection Criteria

### Essential qualifications:

- High School Diploma (Bachelor's degree preferred) from an accredited institution
- Ability to prioritize and to work under multiple deadlines
- Ease and experience with Windows-based computers, internet, emails, etc.
- Unimpeachable ethical standards, personal integrity, good judgment, and reliability

### Desirable qualifications:

- Ability to speak French (Strongly Preferred)
- Early Childhood Education (ECE) units (Strongly Preferred)

## Specific Responsibilities:

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

### Essential functions:

- Serve as a responsible and professional liaison with management, staff, parents, and visitors.
- Monitor students, parents, and associated traffic during arrival and dismissal.
- Actively supervise students during recess, lunch, school dismissal, and as directed on or off campus.
- Discipline students who are breaking playground or other rules and ensure ongoing adherence to safety protocols all in line with the school discipline policy.
- Ensure proper student participation in any after-school activity and/or study hall and assist with recordkeeping and supervision as required.
- Supervise any student in the office infirmary and administer first aid treatment for student injuries/accidents as appropriate and/or authorized.
- Initiate any required reporting or escalation, including notifying campus management and/or contacting parents.
- Cover absences of teacher assistants for any class duties as needed.
- Supervise students in class when a teacher is late or absent, if needed.
- Keep the campus clean and tidy.
- Collect lost and found items at the end of the day.
- Adhere to all policies, rules, and regulations as adopted by the School's Board of Trustees and as outlined by administration.

### 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, with occasional evenings and weekends as required.

**Travel:**

Some travel to other LILA campuses for meetings and events, as well as to outreach events throughout the greater Los Angeles area.

**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.