



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

**Campuses**  
Burbank  
Los Feliz  
Pasadena  
West Valley

## Associate Teacher

### 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 Teacher**

**Reports to:** Campus Manager

**Location:** ELC-Los Feliz - Los Angeles, CA

**Compensation:** Hourly Pay Range \$22 - \$24

**Position Type/ Expected Hours of Work:**

Refer to Contract on detailed expectations Non-Exempt or Exempt employment  
Full Time - Monday through Friday

**Context:**

The Associate Teacher will work to foster students' academic success, assisting in all aspects of classroom and school functions. They must be a team player, committed to the School's mission, and passionate about encouraging excellence in education.

**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:**

In the Classroom

- Assist the teachers in implementing curriculum and planning daily activities.
- Appropriately supervise students while keeping them safe at all times, in the classroom and on the playground.
- Assist the student with activities of daily life (e.g. restroom use, lunch and snack times, dressing and changing).
- Assist with the completion of daily sheets/logs about activities pertaining to sleeping and eating.
- Communicate with the teachers regarding all aspects of students' care as well as classroom management.
- Support bilingual education via continuous interaction with students.
- Supervise students during morning and after-school daycare.
- Participate in field trips.
- Attend training during in-service days.
- Attend and engage in occasional school events that may take place during nights and/or weekends.
- Replace classroom teacher as a substitute occasionally

### **General Expectations:**

- Be a positive role model.
- Be customer service oriented and professional.
- Following the teacher's instructions, support student learning by treating students fairly and responding to their questions and concerns.
- Use appropriate language and give clear directions suitable for the students' age.

## **Selection Criteria**

### **Essential qualifications:**

- One-year minimum of experience working with children
- Early Childhood Education Certification or completion of 12 ECE Units
- Native proficiency in English and French
- Strong computer (MS Word, Excel, PowerPoint)
- CPR/First Aide Certified
- Unimpeachable ethical standards and personal integrity
- Expected to work year round, including in the camp.

### **Desirable qualifications:**

- An understanding of the French education system.
- Experience working with diverse populations in the local educational community.

### **Supervising Responsibilities:**

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.

**Travel:**

Some travel to other LILA campuses for meetings and events, as well as occasional field trips.

**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.