



Campus Operations & Support

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: Campus Operations & Support

Department: Campus Operations

Reports to: Campus Director

Location: West Valley Campus, Tarzana

Job Type: Full-time, Non-Exempt

Compensation: Hourly Rate of \$22 – \$24

Main objective:

The Campus Operations and Support Coordinator is a vital, hands-on role responsible for ensuring the daily operational efficiency, safety, and cleanliness of the West Valley Campus. This multifaceted position oversees janitorial services, manages campus security protocols, coordinates basic facilities needs, and provides direct support to students and parents in key operational areas. The Coordinator serves as a frontline problem-solver and a welcoming presence, contributing significantly to a positive and secure learning environment for the campus community.

Selection Criteria

Essential qualifications:

- Education: High School Diploma or equivalent required. Some college coursework or vocational training in facilities, security, or a related field preferred.



- **Experience:** Minimum of 2-4 years of experience in a role requiring a combination of facilities, security, and customer service responsibilities, preferably in a school or similar institutional setting.
- **Physical Requirements:** Ability to stand, walk, lift (up to 50 lbs), bend, and perform physical tasks associated with janitorial duties and facilities oversight for extended periods.
- **Security Awareness:** Basic knowledge of security protocols, emergency procedures, and safety regulations.
- **Problem-Solving:** Ability to identify and address operational issues promptly and efficiently.
- **Interpersonal Skills:** Excellent communication and interpersonal skills with a friendly, professional, and helpful demeanor. Ability to interact effectively with students, parents, faculty, and staff.
- **Reliability:** Strong work ethic, punctuality, and a commitment to maintaining a safe and clean environment.
- **Team Player:** Ability to work independently and as part of a team, adapting to changing priorities.
- **• Background Check:** Successful completion of all required background checks and fingerprinting as mandated by state regulations for school personnel.
- **First Aid/CPR:** Current First Aid and CPR certification (or willingness to obtain within 3 months of hire).
- **Strong experience with basic repair tools and maintenance tasks** (e.g., painting, minor plumbing/electrical, furniture assembly)
- **Self-sufficient problem-solver** able to respond to urgent repair needs

Specific Responsibilities:

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

Essential Functions:

I. Janitorial Services Oversight:

- **Daily Cleanliness:** Oversee and ensure the consistent cleanliness and hygiene of all campus buildings, classrooms, offices, restrooms, common areas, and exterior spaces.
- **Cleaning Schedules:** Develop and manage daily, weekly, and monthly cleaning schedules.
- **Supplies & Inventory:** Monitor and manage inventory of cleaning supplies and equipment, placing orders as needed.
- **Hands-On Cleaning:** Perform routine cleaning tasks as necessary, especially in high-traffic areas or during staffing shortages.
- **Waste Management:** Oversee waste collection, recycling, and proper disposal of refuse.

II. Campus Security & Safety:

- **Access Control:** Manage campus entry and exit points, ensuring secure access for authorized personnel, students, and visitors.



- **Visitor Management:** Greet and screen visitors, issuing passes, and directing them appropriately.
- **Campus Monitoring:** Conduct regular patrols of campus grounds and buildings to ensure safety, identify potential hazards, and deter unauthorized activity.
- **Emergency Response:** Serve as a primary responder during campus emergencies (e.g., fire alarms, medical incidents, security breaches), following established protocols and assisting emergency services.
- **Security Systems:** Monitor security cameras, alarm systems, and other safety equipment, reporting malfunctions.
- **Incident Reporting:** Document and report any security incidents, unusual activities, or safety hazards to the Campus Director.
- **Traffic Management:** Assist with traffic flow during peak drop-off and pick-up times, ensuring student safety.

III. Maintenance and Facilities Support:

- **Maintenance & Repairs:** Identify and report maintenance issues (e.g., plumbing leaks, electrical problems, broken fixtures) to the designated facilities department or Campus Director. Perform minor, non-specialized repairs as able and directed (e.g., changing light bulbs, tightening loose fixtures).
- **Perform minor repairs:** plumbing (e.g., toilets), electrical (e.g., light fixtures), furniture assembly, paint touch-ups
- **Grounds Upkeep:** Oversee basic groundskeeping tasks such as litter removal and reporting more extensive landscaping needs.
- **Event Setup/Teardown:** Assist with the physical setup and teardown of equipment and furniture for campus events, meetings, and activities.
- **Supply Management:** Receive and organize deliveries for the campus, ensuring proper storage.

IV. Student Supervision & Parent Support:

- **Student Monitoring:** Provide general supervision of students in common areas, hallways, cafeteria, and during transitions, ensuring adherence to school rules and promoting a positive environment.
- **Behavioral Support:** Address minor student behavioral issues, de-escalating situations and reporting significant concerns to appropriate school staff (e.g., teachers, counselors, Campus Director).
- **Parent Welcome & Direction:** Greet parents and visitors warmly, provide directions, and answer general inquiries about campus operations or direct them to the appropriate school personnel.
- **Lost & Found:** Manage the campus lost and found system.
- **Communication Support:** Assist with distributing essential communications to students or parents as directed by the Campus Director or administrative staff.



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.

Travel:

Some travel to other LILA campuses for meetings and events.

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