



Facilities Coordinator

About the International School of Los Angeles

Campuses

Burbank
Los Feliz
Pasadena
West Valley

Mission:

We cultivate an intrinsic global mindset as students learn to think critically, engage meaningfully, and thrive through an education in French and English—anchored in Francophone culture and enriched by an international curriculum and community.

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: Facilities Coordinator

Department: Burbank Campus

Reports to: Business Manager

Location: Burbank Campus, Burbank, CA

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

Overview:

The Facilities Coordinator is responsible for the day-to-day operation, safety, security, and maintenance of the campus. This role supports academic and extracurricular programming by ensuring facilities, systems, and equipment are functioning safely and efficiently. The Facilities Coordinator must be a team player, committed to the school's mission, and responsive to campus needs.

Selection Criteria

Essential qualifications:

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



Specific Responsibilities:

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

Campus Safety and Security

- Serve as the primary point of contact for campus security operations.
- Oversee and manage campus security systems, including cameras, alarms, and gate access codes.
- Respond to alarm alerts and coordinate with security vendors and emergency services as needed.
- Attend all security and safety meetings, briefings, and trainings.
- Coordinate, conduct, and document all required emergency drills (fire, lockdown, earthquake, etc.).
- Maintain and update evacuation plans and the Emergency Action Plan.
- Manage the supply, storage, and readiness of emergency equipment and materials.
- In case of emergency, assist with communication to parents and staff via email, text, or phone alerts.

Facilities, Equipment, and Operations

- Manage and maintain campus infrastructure, including:
 - a) Security cameras
 - b) Vending machines
 - c) Alarm systems
 - d) Gate codes and controlled access points
- Coordinate routine and emergency building maintenance with internal staff and outside vendors.
- Maintain a daily and weekly work schedule for maintenance staff.
- Oversee vehicle maintenance, including servicing, fueling, cleaning, and repair scheduling.
- Manage Home Depot and similar facilities-related purchases in accordance with school procedures.
- Serve as the IT liaison for facilities-related technology and coordinate with IT support as needed.
- Act as the primary point of contact for the campus cleaning crew and ensure cleanliness standards are met.

Events and Campus Support

- Coordinate and execute all campus event setups and breakdowns.
- Maintain awareness of the campus master calendar to support events, drills, and daily operations.
- Other duties as required.

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 and outdoors, involving regular exposure to outdoor elements.

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 may be required.

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.