



Middle School Principal

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: Middle School Principal

Reports to: Campus Director

Location: Burbank Campus, Burbank, CA

Compensation: Salary Rate \$90,000 – \$100,000/year

Overview:

The Middle School Principal provides strategic and operational leadership for the Middle School division (Grades 6–8). This role oversees daily operations, supports student well-being, guides faculty development, and ensures academic excellence across the International Baccalaureate Middle Years Programme (MYP, Grades 6–8) and the French Baccalaureate Program (Grades 6–8). The Middle School Principal serves as the primary point of contact for students, parents, and staff regarding all middle school-related matters.

Selection Criteria

Essential qualifications:

- Master's degree or higher in Education, Educational Leadership, or a related field.
- Minimum of 5 years of teaching experience and 3 years of leadership experience in a school setting.
- Demonstrated experience working in middle school education (Grades 6–8 or equivalent).
- Strong instructional leadership skills
- Experience working in a multicultural or international school environment.
- Excellent organizational, communication, and interpersonal skills.
- Ability to build positive relationships with students, staff, and families.
- Strong commitment to student wellbeing, inclusion, and community building.
- Authorization to work in the United States (if applicable).



Desirable qualifications:

- Fluency in both French and English (strongly preferred).
- Experience in a French international school, AEFÉ or MLF network.
- Experience with the IB Middle Years Programme (MYP) or similar international curriculum.
- Previous experience as a middle school principal, assistant principal, or dean.
- Experience in a bilingual or dual-track academic model.
- Experience in strategic planning, accreditation, or program development.
- Familiarity with U.S. independent school environments and parent engagement expectations.

Specific Responsibilities:

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

Essential functions:

Operational Leadership

- Oversee the daily operations of the Middle School division, including schedule management, student supervision, academic calendar planning, and coordination of school events and assessments.
- Participate in the recruitment process for Burbank campus personnel, including faculty, administrative staff, and maintenance team members.

Pastoral Care & Student Well-being

- Support the Dean of Students and the Dean of Campus Life in monitoring and addressing student attendance, tardiness, and discipline in a supportive and educational manner.
- Foster a positive, inclusive school culture that promotes student engagement, well-being, and personal growth.
- Partner with counselors and support staff to address behavioral, academic, and socio-emotional concerns.
- Collaborate with the Student Leadership Coordinator to promote student voice, leadership opportunities, and community involvement.

Faculty Support & Evaluation

- Conduct regular classroom observations and provide constructive feedback to middle school faculty.
- Lead the teacher evaluation process and support professional growth aligned with the school's pedagogical values and curricular frameworks.
- Promote a reflective, collaborative culture among faculty across all disciplines and academic programs.
- Train new and returning teachers during in-service days and throughout the school year to ensure alignment with academic expectations and school culture.



Academic Leadership

- Collaborate with the Head of French Studies and the MYP Coordinator to ensure compliance with curricular standards and program requirements.
- Support the implementation and ongoing development of the IB MYP (Grades 6–8) in close collaboration with the MYP Coordinator.
- Ensure instructional quality, curricular alignment, and consistency in assessment and reporting across grade levels and academic tracks.
- Oversees coordination between the elementary and secondary divisions.
- Leads the end-of-semester conseil de classe and report card coordination.
- Work closely with academic advising and learning support teams to guide students in their educational growth and readiness for high school.

Enrollment & Admissions

- Partner with the Admissions Department to support middle school admissions and onboarding processes.
- Participate in open houses, admissions events, and student/family interviews to promote an accurate and compelling representation of the middle school program.
- Review applications and academic records to support placement decisions and ensure smooth student integration.
- Support retention by maintaining strong, supportive relationships with students and families.

Communication & Community Engagement

- Serve as the primary liaison for all middle school-related matters, ensuring timely and transparent communication with students, families, and faculty.
- Lead parent information sessions, student-led conferences, back to school orientation days and community events related to middle school life and academic programming.
- Build and sustain trust-based relationships with families through consistent communication and shared educational goals.

Strategic Vision & Leadership

- Represent and advocate for the Middle School division in school-wide strategic planning and initiatives.
- Ensure alignment between elementary and middle school divisions and smooth transitions to high school.
- Stay informed of best practices in international and middle grades education, and promote continuous program growth and innovation.

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.

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.