



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

Campuses
Burbank
Los Feliz
Pasadena
West Valley

Campus Safety Officer

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 Safety Officer

Department: School Administration at Burbank Campus

Reports to: Assistant to the Campus Director

Location: Burbank, CA

Compensation: Hourly Rate of \$20 – \$22

Context:

The School is currently seeking a Campus Safety Officer for its Burbank Campus. Their primary role will be on advising on measures to maintain a safe student environment. Vigilance in identifying violations is crucial, as well as focusing on preventative measures, for which require attentiveness and proactive thinking. They must be a team player, committed to the School's mission, and passionate about encouraging excellence in education.

Key relationships:

- Assistant to the Campus Director
- Campus Director
- Dean of Students
- Dean of Campus Life

School Administration

1105 W Riverside Dr, Burbank, CA 91506

tel 818-994-2961, fax 818-994-2816, www.internationalschool.la

Selection Criteria

Essential qualifications:

- Excellent written and verbal communication skills
- Detail oriented is essential, especially during emergencies
- Proficient in Microsoft office suite or similar software
- Some experience or knowledge of safety codes and emergency preparedness preferred

Specific Responsibilities:

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

Essential functions:

- Collaborate with School Administration to communicate a clear and effective security plan.
- Provide assistance to faculty and staff on security operational responsibilities.
- Coordinates with all school departments to implement security plan.
- Implements safety and security protocols to ensure a safe school environment.
- Ensures application of safety and security protocols to events, sports events, and other extracurricular school activities.
- Recommends and implements procedures and best practices to prevent and deter violence at school.
- Researches and recommends additions and improvements to the safety management program, particularly in areas such as emergency preparedness, accident prevention, general safety, and risk management.
- Evaluates effectiveness of security and surveillance equipment on school properties.
- Conduct regular inspections of campus buildings and grounds to ensure compliance with safety regulations
- Respond to incidents, emergencies, and alarms in a timely manner
- Provide assistance and support to students, staff, and visitors as needed
- Performs other related duties as assigned.

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 hours Monday through Friday, with occasional evenings and weekends as required.

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.