International School Los Angeles
Lycée International

Student Leadership Coordinator

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.

Campuses
Burbank
Los Feliz
Pasadena
West Valley

Job Description

Title: **Student Leadership Coordinator**
Department: Burbank Campus Administration
Reports to: Middle School Principal
Location: Burbank Campus, Burbank, CA
Compensation: Hourly Rate of $23 – $25

Context

The Student Leadership Coordinator plays a key role in fostering a vibrant, inclusive, and engaging campus environment that encourages student leadership, creativity, initiative, and personal growth.

The Coordinator is responsible for developing, organizing, and overseeing student-led programs, activities, and events that enhance school spirit, strengthen community engagement, and provide meaningful opportunities for students to develop leadership skills.

Working closely with students, faculty, administrators, and campus partners, the Coordinator empowers students to take ownership of initiatives, collaborate effectively, and develop essential skills in communication, organization, project management, and creative problem-solving.

School Administration
1105 W Riverside Dr, Burbank, CA 91506
tel 818-994-2961, fax 818-994-2816, www.internationalschool.la

The position supports student life across the Middle School and High School and contributes to a positive school culture aligned with LILA's mission and educational values.

Main objective

The Student Leadership Coordinator contributes to the school's success by:

- Increasing meaningful student participation in leadership opportunities and campus activities.
- Strengthening student voice, ownership, and engagement in school life.
- Ensuring well-organized, inclusive, and successful student events.
- Developing students' leadership, communication, teamwork, and project management skills.
- Promoting a positive school culture that reflects LILA's commitment to diversity, citizenship, and community engagement.
- Maintaining effective coordination, communication, and financial accountability across student programs.

Key relationships:

The Student Leadership Coordinator works collaboratively with:

- Campus Director
- Middle School Principal
- High School Principal
- Grade-Level Deans of Students
- Dean of Campus Life
- CAS Coordinator
- Events and Volunteer Manager
- Business Manager
- Faculty, staff, and student leadership groups

Selection Criteria

Essential qualifications:

- Bachelor's degree in Education, Student Affairs, Communications, or a related field.
- Minimum of two years of relevant experience in student affairs, youth leadership development, event planning, or program coordination, preferably in an educational setting.
- Experience advising student organizations, leadership groups, or extracurricular programs.
- Strong organizational and project management skills, with the ability to coordinate multiple activities and meet deadlines.
- Excellent interpersonal, written, and verbal communication skills.
- Demonstrated ability to build positive relationships with middle and high school students.
- Ability to work collaboratively with faculty, administrators, parents, students, and external partners.
- Experience managing budgets, coordinating resources, and maintaining accurate financial records.
- Strong problem-solving skills, flexibility, initiative, and attention to detail.

- Proficiency in Microsoft Office applications and digital scheduling and communication tools.
- Availability to work occasional evenings and weekends to support student events and school activities.

Desirable qualifications:
- Master's degree in Education, Student Affairs, Educational Leadership, or a related field.
- Experience working in a multicultural or international school environment.
- Experience in conflict resolution, student mentoring, and group facilitation.
- Familiarity with student government, service learning, and student leadership programs.

Specific Responsibilities:

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

Essential functions:

Student Leadership Development and Advising

- Serve as the primary advisor to the Associated Student Body (ASB) and Civic Voice Leaders (CVL).
- Coordinate and oversee student government elections, ensuring transparent and organized processes.
- Mentor student representatives throughout their terms, helping them establish goals, plan initiatives, and fulfill their responsibilities.
- Promote student voice and participation in campus decision-making and school improvement initiatives.
- Develop opportunities for students to strengthen leadership, communication, teamwork, conflict resolution, and organizational skills.
- Encourage student-led projects that promote school spirit, inclusion, civic engagement, and community service.

Student Activities and Campus Life

- Coordinate and oversee student-led activities, clubs, assemblies, celebrations, and campus events.
- Develop and maintain a comprehensive calendar of student activities and events, coordinating with relevant departments and other LILA campuses to ensure effective scheduling.
- Lead the planning and organization of Heritage Month assemblies and cultural celebrations in collaboration with student groups and faculty.
- Support the development of engaging extracurricular opportunities that reflect student interests and contribute to a positive campus culture.
- Encourage student participation in school activities and promote inclusive opportunities for involvement.
- Gather student feedback and identify opportunities to improve student programs and campus experiences.

School Events and Special Projects

- Coordinate the planning, organization, and execution of major student events, including:
    - Prom
    - Grad Night

    - Annual Yearbook publication
    - Student-led celebrations and special events
- Support student committees in establishing timelines, assigning responsibilities, managing logistics, and meeting project deadlines.
- Coordinate with faculty, administrators, families, and external partners to ensure the successful delivery of student activities.
- Research and evaluate external vendors, obtain quotes, and coordinate contracts and services in accordance with school policies and approval procedures.
- Ensure that all student events are appropriately planned, supervised, and aligned with school expectations and safety procedures.

Budget and Resource Management

- Manage and monitor the ASB budget in collaboration with the Business Manager.
- Assist student leaders in developing budgets, evaluating expenses, and making responsible financial decisions.
- Maintain accurate records of student activity expenditures and related financial documentation.
- Coordinate purchasing requests, vendor arrangements, and resource allocation for approved student programs and events.
- Ensure compliance with school financial procedures and budgetary guidelines

Student Volunteers and Campus Support

- Collaborate with the Creativity, Activity, Service (CAS) Coordinator to recruit, organize, and coordinate student volunteers for school events and initiatives.
- Support volunteer participation at the Burbank Campus and other LILA campuses, as needed.
- Maintain volunteer schedules and communicate responsibilities and expectations to participating students.
- Promote service learning and encourage students to contribute positively to the wider school community.
- Provide oversight of student Campus Assistants in the absence of the Deans of Students, including coordinating schedules, assigning responsibilities, and supporting daily campus operations.

Collaboration and Program Improvement

- Work closely with the Middle School Principal, High School Principal, Campus Director, Grade-Level Deans, and Dean of Campus Life to support student engagement and school initiatives.
- Collaborate with the Events and Volunteer Manager to coordinate student participation in schoolwide activities.
- Maintain regular communication with faculty and staff regarding upcoming student events, activities, and leadership initiatives.
- Identify opportunities to strengthen existing programs and introduce new initiatives based on student interests, feedback, and educational best practices.
- Support additional student life projects and responsibilities as assigned by the Middle School Principal.

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, 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.