



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

Campuses
Burbank
Los Feliz
Pasadena
West Valley

First Aide Campus Assistant

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 Assistant

Department: Burbank Campus

Reports to: Dean of Students & Dean of Campus Life

Location: First Aide Office – Burbank Campus, Burbank, CA

Context:

Individual responsible for ensuring the safety, comfort, orderliness and cleanliness of the entire campus community, including students, staff, parents, and visitors, by monitoring activity in and around all buildings, grounds, and equipment and providing administrative and physical efforts needed.

Key relationships:

- **Students**
- **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

- Ability to speak French a real plus.
- Ability to prioritize and to work under multiple deadlines.
- Knowledge of Microsoft Office applications.
- Unimpeachable ethical standards, personal integrity, good judgment and reliability mandatory.

Specific Responsibilities:

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

Essential functions:

- Oversees First Aid office
- Responsible for administering first aid when necessary, call 911 if necessary, accompany child to hospital if needed
- order supplies
- Responsible for administering first aid when necessary.
- Collect Tdap datas
- Post Mosaique on the Campus screens
- Supervise the WV students on the bus.
- Serve as a responsible and professional liaison with management, staff, parents, and visitors.
- Monitor students, parents, and associated traffic during arrival and dismissal.
- Actively supervise students during recess, lunch, school dismissal and as directed on or off campus.
- Discipline students who are breaking playground or other rules and ensure ongoing adherence to safety protocols all in line with the school discipline policy.
- Ensure proper student participation in any afterschool activity and/or study hall and assist with recordkeeping and supervision as required.
- Supervise any student in the office infirmary and administer first aid treatment for student injuries/accidents as appropriate and/or authorized.
- Initiate any required reporting or escalation, including notifying campus management and/or contacting parents.
- Cover absences of teacher assistants for any class duties as needed.
- Supervise students in class when a teacher is late or absent, if needed.
- Keep the campus clean and tidy.
- Collect the lost and found at the end of the day.
- Adhere to all policies, rules, and regulations as adopted by the LILA School Board and as outlined by the administration.
- Undertake other duties pertinent to the scope of the position, as required by the Campus Director, Assistant Campus Director or Dean of Students.

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.