



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

**Campuses**  
Burbank  
Los Feliz  
Pasadena  
West Valley

## Counseling Internship

### 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: Counseling Internship**

**Reports to:** School Counselor

**Location:** Los Feliz, Pasadena, Tarzana, Burbank Campuses

**Compensation:** Non-Paid Internship - Course Credit

**Main objective:**

International School of Los Angeles is looking for students in Child Development, Counseling, or Social Work programs who are looking to fulfill course work hours at a school setting as part of the requirements to graduate with a Bachelor's or Graduate Level Degree.

### Selection Criteria

**Essential qualifications:**

- Enrolled in an accredited undergraduate or graduate program
- Fluent oral and written skills in English
- Ability to speak French desirable but not required
- Valid Driver's License
- Able to work as a part of a team

**School Administration**

1105 W Riverside Dr, Burbank, CA 91506

tel 818-994-2961, fax 818-994-2816, [www.internationalschool.la](http://www.internationalschool.la)

## Specific Responsibilities:

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

### Essential functions:

- Counseling/therapy: Intern will work with School Counselor to provide direct or group counseling for students in Elementary, Middle or High School.
- Documentation: Intern will document all student session and parent or teacher meetings in a timely manner
- Team Communication: Intern will ensure positive communication with Lead Counselor to ensure that she is informed of all activities, and will maintain positive communication with school staff regarding progress or student sessions or to obtain feedback regarding students' progress in the classroom.
- Conduct Assessments and Observations

### Supervisor Responsibility:

All 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 internship, you are regularly required to talk and hear. You may 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 15-20 Hours per week internship position.

### Travel:

Some travel to other LILA campuses.

### 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.