



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

## Substitute Teachers French or English Program

### About the International School of Los Angeles

**Campuses**  
Burbank  
Los Feliz  
Pasadena  
West Valley

**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:** Substitute Teacher – French or English Program

**Department:** English/French

**Reports to:** Campus Director

**Location:** Los Feliz, Pasadena, or Tarzana, CA

**Schedule:** Intermittent, Full time or part time, based on replacement assignment. General hours from Monday to Friday 8:30am to 3:30pm.

**Context:**

We are currently seeking substitute teachers with experience teaching at the elementary level for French and English curricula. Substitute teachers serve a vital role in maintaining classroom instruction during a regular teacher's absence. Substitute teachers need to demonstrate a commitment to student learning, subject area knowledge, and a passion for working with children. The substitute teacher may be based at our Los Feliz, Pasadena, or West Valley (Tarzana) Campus. The elementary school's education is based on the French curriculum and includes up to one-third of instruction in English by 5<sup>th</sup> grade (Language Arts, Social Studies, STEM, et cetera).

**School Administration**

1105 W Riverside Dr, Burbank, CA 91506

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

## Responsibilities

Perform regular teacher's class plan while the teacher is absent, including but not limited to the following:

- Communicate and collaborate with colleagues, administration, and parents.
- Maintain – as fully as possible – the established routines and procedures of the School and classroom to which one is assigned.
- Maintain appropriate records including checking test papers, recording grades, checking student homework assignments and projects, and the necessary clerical work required to maintain student records for a teacher who is absent.
- Provide for individualized and small group assistance for students as indicated by lesson plans.
- Follow all school policies, rules and procedures to which regular teachers are subject and which good teaching dictates.

## Selection Criteria

### Required Education and Experience:

- Bachelor's degree in applicable field of education from an accredited college or university
- 3 years of teaching experience at the elementary level
- Meets California state certification requirements in appropriate field of education
- French as native language mandatory for French substitution

### Desirable Qualifications:

- Bilingual French and English a plus.
- Knowledge of both American and French Education Systems a plus
- French Certification for teaching is desirable: Professeur des Ecoles

### Supervisor's Responsibility:

All employees must supervise students and are expected to comply with our School Child Protection and Mandated Reporter Policies.

### Work Authorization:

Must be authorized to work in the United States (as we will not sponsor a visa for this position), must take and pass the Department of Justice Live Scan, and must meet all 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.*

## How to Apply

Please send your cover letter, resume and list of references to [cv@lilaschool.com](mailto:cv@lilaschool.com) (indicate "Substitute teacher + campus name" in the subject line).

*No phone calls, please.*