



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

SUBSTITUTE TEACHERS

French / English Program

About the International School of Los Angeles

Mission:

The International School of Los Angeles (LILA) is an international, preschool through 12th grade school committed to academic excellence in a nurturing and intimate environment that encourages personal initiative, creativity, and curiosity. Students are challenged through the rigorous and well-balanced bilingual curricula of the French and International Baccalaureate institutions. Our goal is to develop confident, caring, and open-minded critical thinkers who will thrive in a diverse competitive world.

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 will be on based at our West Valley Campus. The elementary school's education is based on the French curriculum, and includes up to one-third of instruction in English by 5th grade (Language Arts, Social Studies, STEM, et cetera).

Job Description

Title: Substitute Teacher - French or English Program

Department: English/French

Reports to: Campus Director

Location: West Valley Campus, Tarzana, CA

Campuses
Burbank
Los Feliz
Orange County
Pasadena
West Valley

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

Duties & 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

Essential Qualifications:

- 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.
- **Must be legally authorized to work in the U.S., as we will not sponsor a visa for this position**

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

How to apply

Please send your cover letter, resume and list of references to cv@lilaschool.com (please put "Substitute teacher-WV" in the subject line). The position is available to start immediately. *No phone calls, please.*