



FLINTRIDGE PREPARATORY SCHOOL

SUBSTITUTE TEACHERS

The Community

Flintridge Preparatory School (Flintridge Prep) is a nationally recognized nonsectarian coed school for students in grades 7 through 12. It is an aspirational and caring community united around a collaborative culture of kindness, humor, and professional commitment to students, faculty, and staff. Located in the city of La Cañada Flintridge, Flintridge Prep enjoys the best of two worlds: a tree-covered suburban campus with easy access to Pasadena and all the greater Los Angeles area has to offer. The campus is very close to the Jet Propulsion Laboratory and the Rose Bowl and is an easy drive to and from Downtown Los Angeles.

The Flintridge Prep campus features state-of-the-art facilities and dedicated and talented faculty, staff, and students who are excited to learn and grow. Students are intellectually curious, engaged, energetic, entrepreneurial, thoughtful, and kind, as are faculty and staff. The academic and co-curricular programs balance rigor with fun, fostering students' creativity and guiding their development as human beings.

Mission

Flintridge Preparatory School seeks to nurture in its students the knowledge, critical skills, community values, and creativity essential for an engaged, balanced, and responsible life.

Vision

Flintridge Preparatory School is committed to providing a school environment that values ethical and emotional development as equally important to intellectual development.

The Opportunity

Reporting to the Substitute Coordinator and Associate Head of School, substitutes at Flintridge Prep play an important role in the classroom when teachers need to be absent. They follow the teachers' lesson plans while interacting with students in ways that reflect Flintridge Prep's Honor Code of honesty, kindness, generosity, and respect.

The Responsibilities

Primary duties will consist of the following:

- Serving as a substitute teacher in one or more classes per day
- Making notes as needed for the absent teacher about how classes went
- Other duties as assigned



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Qualifications Desired

- Have experience working with and a deep appreciation of adolescents
- Have at least a bachelor's degree
- Have some teaching experience, or be interested in entering or learning about the education field
- Bring a flexible, can-do approach to teaching
- Be comfortable with classroom technology
- Be vaccinated and boosted against COVID-19

To Apply

Candidates are invited to email a compelling letter of interest and resume to:

Sarah Cooper
Associate Head of School
Flintridge Preparatory School
4543 Crown Avenue
La Canada Flintridge, CA 91011
scooper@flintridgeprep.org

Karin Andrino
Substitute Coordinator
Flintridge Preparatory School
4543 Crown Avenue
La Canada Flintridge, CA 91011
kandrino@flintridgeprep.org

This position is onsite and proof of vaccination is required.

Compensation begins at approximately \$30 per hour and \$175 per day. Hours may vary depending on the individual needs of our faculty. Substitutes do not need to be available all year. Successful applicants will need to pass a fingerprint background check as a condition of employment.

Applicants will be considered for positions without regard to their actual or perceived race, religious creed (including religious dress or grooming practices), color, national origin or ancestry (including native language spoken), physical or mental disability (including HIV or AIDS), medical condition (including cancer or genetic characteristics), genetic information, marital status (including registered domestic partnership status), sex (including pregnancy, childbirth, lactation and related medical conditions), gender (including gender identity and expression), parental status, age (forty (40) and over), sexual orientation, Civil Air Patrol status, military and veteran status, citizenship, immigration status or any other consideration protected by federal, state or local law.