Position Available: English Language Learning Specialist
Part-time Position: .7 FTE

Forest Ridge School of the Sacred Heart provides a diverse and rigorous college preparatory environment that inspires young women to become confident, compassionate leaders. As a member of a global network of more than 150 schools, Forest Ridge educates to the following Sacred Heart Goals: a personal and active faith in God; a deep respect for intellectual values; a social awareness that impels to action, the building of community as a Christian value; personal growth in an atmosphere of wise freedom.

Forest Ridge School of the Sacred Heart welcomes students, adults and families into a learning environment which respects and strives for diversity, openness, understanding and acceptance of all human beings.

**Responsibilities:** As the ELL specialist, you will work individually and in small groups with students in grades 6-9 who are continuing to develop and refine their English language skills in speaking, reading, writing, and listening. This includes an ELL class for 9th graders. You will assess students’ English proficiency, set instructional goals, monitor student progress, and communicate regularly with students’ families. You will also serve as a resource for classroom teachers, coaching them in instructional strategies and assisting with appropriate curriculum modifications.

**Qualifications:** As an educator who holds a certification in ELL instruction to non-native speakers and has experience in this field, you have an understanding of best practices in developing ELL programs, as well as proven ability to coach classroom teachers in incorporating effective strategies into their instruction. You will have knowledge of instructional resources and facility with technology, including the Microsoft Office suite, which will enrich the learning experience of your ELL students. In addition, you have prior experience working effectively with adolescents. You place a high value on creating and nurturing a collaborative, supportive and enriching environment for both students and adults. All applicants to Forest Ridge should have a strong commitment to the Catholic, Sacred Heart, and single-gender identity of the school.

**Salary/Benefits:** Forest Ridge School of the Sacred Heart is committed to attracting and retaining outstanding employees through a competitive compensation and benefits package.

**Application Process:** Applicants should email a cover letter and resume to Teri Anderson at tanderson@forestridge.org. This position is open until filled.

Forest Ridge School of the Sacred Heart is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, age, creed, sex, disability, marital status, sexual orientation, and any other status protected by local law. Motivated by the belief that building and nurturing relationships matter for a strong community, Forest Ridge believes that the work of inclusion and equity is everyone’s work, and is committed to cultivating systems, structures, and practices founded on these values. We strongly encourage people from underrepresented groups to apply.