



Instructor for English Language Learners Burlington, VT

Vermont Adult Learning Job Title: English Language Learning Instructor

Employment Classification: Full-time position (40 hours per week)

FLSA Status: Exempt

Pay Range: \$47,840 - \$51,480/year

Reports To: Regional Director

Primary Work Schedule: Monday-Thursday afternoon and evenings. Friday day time.

Primary Work Site: Burlington Learning Center and/or Chittenden County satellite sites

Vermont Adult Learning: Vermont Adult Learning (VAL) is a private nonprofit and a member of Vermont's Adult Education and Literacy System. Working closely with other nonprofits, state agencies, and schools, we serve seven of Vermont's 14 counties. We provide instruction in basic academic skills, work readiness, and English language skills; high school completion and GED prep; and transition to college and career services. Our programs are free to Vermont residents, age 16 and older who want to obtain a high school diploma or the equivalent skills, or who want to learn English.

Purpose of the job: To teach a variety of levels of English Language classes, including Beginning Literacy, to adult language learners from multiple countries. Learners may include recent or long-term residents and recent refugees. Instructors are committed to providing high-quality services to our students and are expected to deliver engaging and effective lessons, projects, and courses for our students. Instructors also play a critical role in creating a welcoming, supportive environment for new and current students.

This position requires flexibility to work at the Burlington Learning Center, satellite sites around Chittenden County, and/or remotely.

Essential Functions & Responsibilities:

- Provides high-quality, in-person, group instruction to VAL English language learners.
- Facilitates dynamic, differentiated English language learning lessons that integrate speaking, listening, reading, and writing.
- Able to work with an existing curriculum. Experience developing instructional materials is a plus.
- Completes required paperwork and data entry in a timely and accurate manner.
- Maintains professional standards of confidentiality.
- Collaborates effectively with other staff and community members as needed.

Qualifications, Knowledge & Skills:

- Master's Degree in TESOL is preferred, but will consider an appropriate endorsement, diploma or certification in ELL/ESOL/TESOL.
- Requires 1-3 years of relevant teaching experience with adults.
- Experience in curriculum and materials development is preferred.
- Effectively manages and teaches a class with varied educational skills, and is adept at addressing individualized language and cultural needs.

- Must possess strong interpersonal, oral, and written English communication skills.
- Requires the ability to work well independently and as part of a team.
- Familiarity with BEST Plus, CASAS, and TABE assessments is a plus.
- Commitment to racial equity, as well as other forms of educational equities around class, ability, language, gender and sexuality. Candidates should be excited to work with diverse students, especially students of color, English Language Learners, and LGBTQIA+ students.

Working Conditions & Environment: This position requires in-person services at the Burlington Learning Center and/or VAL's satellite sites in Chittenden County. It also includes the ability to work remotely effectively and professionally. Some daytime or weekend hours may also be required. Requires internet connectivity conducive to video conferencing, a valid driver's license, reliable personal transportation, and/or access to public transportation. Mileage will be reimbursed. Travel may be required utilizing personal transportation. Requires reliable transportation with valid driver's license and insurance.

Criminal Background Check and Mandated Reporting: Vermont Adult Learning is committed to the safety of our students and staff. A confidential, national criminal records check as well as a check against the Vermont Child Abuse and Neglect Registry will be performed on all applicants offered employment. Continued employment is subject to the final determination reached based upon the results of these checks.

All Vermont Adult Learning staff are required to be familiar with Vermont's Mandated Reporter law.

Benefits: In addition to a competitive salary, Vermont Adult Learning offers the following excellent benefits —premiums are based upon employee's work schedule:

- Medical insurance, including family plans and employer contributions to a health reimbursement account (HRA)
- Dental insurance
- Vision insurance
- Long Term Disability, Life Insurance, and AD&D Insurance at no cost to employee. Voluntary Life and Accidental Death and Dismemberment Insurance also available.
- Health Care Flexible Spending Account (Employee contributions only)
- Retirement plan with immediate vesting and employer discretionary match after 6 continuous months of service for employees with at least 500 hours of service during that period
- Employee Assistance Program
- Generous paid time off includes:
 - Combined Time Off (vacation, personal, and sick time) that increases with years of service
 - Two paid organizational closure weeks each year
 - 12 paid holidays each year
- Parental Leave

TO APPLY: Candidates should send a cover letter, resume to: jhanley@vtadulthoodlearning.org

Application Deadline: Open until position is filled

Vermont Adult Learning is an Equal Opportunity Employer