



Adult Basic Education Instructor(s) Brattleboro, VT

Vermont Adult Learning Job Title: Adult Education Instructor

Employment Classification: One full-time or two part-time positions

Reports To: Regional Director

Primary Work Site: Brattleboro Learning Center

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 do not hold a high school diploma or the equivalent skills, or who want to learn English.

Purpose of the job: The Adult Basic Education (ABE) Instructor teaches reading and writing/grammar skills, high school level subjects (not math), and GED preparation to a diverse group of adults with a wide range of backgrounds, skills, and learning styles. Instruction includes individual and group classes, both in-person and online. Instructors work closely with other VAL staff to create a dynamic, effective learning environment in which all students find success. Instructors are committed to providing high quality services to our students, and are expected to create 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. The position demands a commitment to exceptional performance as well as working successfully within a team environment.

The position requires working in the Brattleboro Learning Center. There may be some opportunity to work remotely.

Essential Functions & Responsibilities:

- Provides high-quality individual and group instruction, remotely and in-person, to VAL students.
- Provides consistent learner-centered instruction in essential and high school level skills, as well as GED prep and other test prep.
- Teaches applied, academic and interpersonal skills to adults.
- Develops curriculum and instructional materials.
- Provides online course(s) to students from other VAL centers as assigned.
- Effectively teaches students with varied educational skills, backgrounds, and ages.
- Completes required paperwork, other documentation, and data entry in a timely and accurate manner.
- Addresses individualized educational needs in group instructional settings.
- Focuses efforts and attention on achieving program goals and objectives.
- Participates in statewide and organizational-level professional development.
- Maintains professional standards of confidentiality.
- Collaborates effectively with other teachers and staff in helping students realize their Personalized Learning Plans and reach their educational goals.

Qualifications, Knowledge & Skills:

- Bachelor's Degree is required. Emphasis on education, English, Math and/or related discipline plus relevant teaching experience is preferred.
- Teaching license preferred.
- Experience preferred with at-risk students and alternative educational systems.
- Demonstrated experience successfully supporting diverse students, including BIPOC students, English Language Learners, LGBTQIA+ students, and those experiencing the effects of poverty, homelessness, and single parenthood.
- Experience teaching adult students with learning differences, and other significant barriers to mainstream educational programs.
- Willingness to teach project-based classes and workshops.
- Strong technology skills and ability to leverage these skills to enhance student learning.
- Able to utilize distance learning strategies related to videoconferences, podcasts, collaborative projects and accessing remote resources.
- Must possess strong interpersonal, oral, and written English communication skills.
- Requires the ability to work well independently and as part of a team.
- Strong organizational skills and computer competency are needed for administrative tasks.

Working Conditions & Environment: May require working some weekend and evening hours. Travel will 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 for those working an average of 20 hours/week or more – premiums based upon employee's work schedule:

- Medical insurance, including family plans and plans with employer contributions to a health reimbursement account (HRA)
- Dental Insurance
- Long Term Disability, Life Insurance, and Accidental Death and Dismemberment Insurance are available at no cost to the employee
- Flexible Spending/Dependent Care Benefits
- Vision insurance
- Parental leave
- Retirement plan with immediate vesting and organization match of up to 4% after six months
- Generous paid time off

Starting Salary: Salary based on education and experience

Application Deadline: Open until filled.

To Apply: Candidates should send a cover letter and resume to: rcampbell@vtadulthoodlearning.org

Vermont Adult Learning is an Equal Opportunity Employer