



Adult Basic Education Instructor

Middlebury, VT

Vermont Adult Learning Job Title: ABE Instructor

Employment Classification: Part-time 32 hr/week; possible full-time by teaching additional remote evening classes

Reports To: Addison Regional Director

Primary Work Site: Middlebury Learning Center

Compensation: \$23.00 - \$24.00 per hour for part-time; \$47,840 - \$49,920 annually for full-time

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; Adult Diploma Program (ADP) and GED prep; and transition to college and career services. Our programs are free to Vermont residents, age 16 and older, who need a high school credential or equivalent skills.

Purpose of the Job:

The Adult Basic Education (ABE) Instructor teaches adult learners who want to enhance their foundational and high school-level academic skills, including reading, writing, mathematics, and critical thinking. The ABE Instructor develops and instructs a proficiency-based curriculum across various content areas to support students in achieving their goals, which may include improving literacy, obtaining a high school diploma or equivalency, preparing for the workforce, or transitioning to postsecondary education. The instruction is centered on the needs of learners, is culturally responsive, and aligns with state and federal adult education standards.

The position requires working in the Middlebury Learning Center. There may be opportunities to work additional hours remotely in the evenings.

Essential Functions & Responsibilities:

- Provides high-quality individual and small group instruction, remotely and in-person, to VAL students.
- Provides consistent learner-centered instruction in foundational and high school-level skills to support Vermont's Adult Diploma Program, as well as GED prep and TABE prep.
- Teaches applied, academic, and interpersonal skills to adults.
- Develops effective proficiency-based curriculum and instructional materials.
- 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.
- Acts as the lead teacher, helping to coordinate adjunct teachers and volunteer tutors.
- Collaborates effectively with other teachers and staff in helping students realize their personalized learning plans and reach their educational goals.

Qualifications, Knowledge & Skills:

- A bachelor's degree is required. Emphasis on education plus relevant teaching experience is preferred.
- Teaching license preferred, but not required.
- Experience designing curriculum to meet established standards.
- Experience with at-risk students and involvement with alternative educational systems preferred.
- 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 students with learning differences and other significant barriers to mainstream educational programs.
- Willingness to teach project-based classes and workshops.
- Strong technology skills and the 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:

Will require working occasional weekend and evening hours. Occasional travel will be required utilizing personal transportation. Requires reliable transportation with a valid driver's license.

Long periods of sitting may be needed.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

FLSA: Exempt / Salaried position

Compensation and Benefits: In addition to a competitive salary, Vermont Adult Learning offers the following excellent benefits:

- Competitive Salary: \$23.00 - \$24.00 per hour for part-time; \$47,840 - \$49,920 annually for full-time
- Comprehensive Benefits Package: Medical insurance and contributions to a health reimbursement account (HRA).
- Long Term Disability, Life Insurance, and Accidental Death and Dismemberment Insurance are available at no cost to the employee.
- Flexible Spending/Dependent Care Benefits
- Retirement plan with immediate vesting and organization match of up to 4% after six months.
- Generous paid time off includes:

- Combined Time Off (vacation and sick time), which increases with years of service
- 11 paid holidays each year
- Winter/summer shutdown periods

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.

To Apply, email resume and cover letter to: jhanley@vtadulthoodlearning.org

Vermont Adult Learning is an Equal Opportunity Employer