



## **Adult Basic Education Instructor** **Springfield, VT**

**Vermont Adult Learning Job Title:** Adult Education Instructor

**Employment Classification:** 24 hours per week, benefitted

**Reports To:** Karen Harker, Regional Director

**Primary Work Site:** Springfield

**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 basic and high school level math skills including arithmetic, algebra, geometry and statistics, as well as basic and high school level reading and grammar/writing skills. These skills are taught to a diverse group of adults (16 and up) with a wide range of backgrounds, skills, and learning styles. Instruction includes individual and group classes. Instructors work closely with other VAL staff to create a dynamic, effective learning environment in which all students find success. Instructors may also be asked to teach science, social studies, or other content as demand requires. 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 Springfield Learning Center Tuesday - Thursday. There may be occasional opportunities to work remotely.

### **Essential Functions & Responsibilities:**

- Provides high-quality individual and group instruction 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.
- Develops 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.

- 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, but not required.
- 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 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.**

**Starting Salary:** Salary based on education and experience

**Benefits:** In addition to a competitive salary, Vermont Adult Learning offers the following excellent benefits – 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 includes:
  - Combined Time Off (vacation and sick time) which increases with years of service
  - 11 paid holidays each year
  - 2 additional weeks paid time off (one-week winter, one-week summer) when the organization closes statewide.

**Application Deadline:** Open until filled.

**To Apply:** Candidates should send a cover letter and resume to: [rcampbell@vtadultlearning.org](mailto:rcampbell@vtadultlearning.org)

**Vermont Adult Learning is an Equal Opportunity Employer**