



Part-time Adult Basic Education Math and Language Arts Instructor St. Albans, VT

Vermont Adult Learning Job Title: Adult Education Instructor

Employment Classification: One part-time, unbenefited position

Reports To: Regional Director

Primary Work Site: St. Albans 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 St. Albans center is seeking an enthusiastic individual to provide in-person instruction for approximately 20 hours a week. The ideal person is able to provide basic skill instruction in reading, math, grammar, and writing. Experience with project based learning is highly desired.

The St. Albans Center primarily serves a younger population: two-thirds of our students are 16 - 18 years old. Instruction will primarily be small group classes, but may include individual instruction as the students served have a lot of diversity regarding backgrounds, skills, and learning styles.

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.

Essential Functions & Responsibilities:

- Provides high-quality individual and group instruction to VAL students.
- Teaches applied, academic and interpersonal skills to adults.
- 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 involvement with alternative educational systems.
- Have 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.
- Strong technology skills
- 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: 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

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