



## Math Instructor(s) Burlington, VT

**Job Title:** Adult Education Math Instructor

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

**Primary Work Site:** Chittenden

**Reports To:** Chittenden Regional Co-Directors

**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 Job:** The math instructor is responsible for providing individual and group instruction to adult learners at a variety of skill levels, from basic numeracy to algebra, geometry, and statistics. These skills are taught 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 ideal candidate will demonstrate initiative, creativity, and flexibility in their own work and be able to coach students in developing these same skills.

The *in-person* instructor position requires providing ten hours a week of in-person instruction, at the Burlington Learning Center with the flexibility to work remotely for prep and other administrative tasks.

The *online* instructor position requires offering instruction in the evening hours and/or on weekends.

### **Essential Functions and Responsibilities:**

- Provides high-quality individual and group instruction to Vermont Adult Learning students.
- Effectively teaches students with varied educational skills, backgrounds, and ages.
- Develops curriculum and instructional materials and ensures consistency and quality of instruction/tasks performed.

- Completes required paperwork, other documentation and accurate and timely data on student learning and program activities.
- 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, and Skills:**

- Bachelor's Degree is required and Emphasis on education, math and/or related discipline plus relevant teaching experience is preferred.
- Teaching license is preferred
- Working knowledge of principles of adult learning and connecting learning to educational standards or willingness to learn.
- Experience preferred with at-risk students and involvement with alternative educational systems.
- Have demonstrated experience successfully supporting diverse students, including students of color, English Language Learners, LGBTQ+ 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.
- Ability to problem solve, think creatively.
- 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 – 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

**Application Deadline:** Position will remain open until filled.

**TO APPLY:** Send a cover letter and resume electronically to: [rcampbell@vtadultlearning.org](mailto:rcampbell@vtadultlearning.org)

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