



Adult Education Math Instructor
Full-time position available with benefits
Burlington, VT

Job Title: Adult Education Math Instructor

Employment Classification: Regular full time - 40 hours per week with benefits

Primary Work Site: Chittenden

Reports To: Chittenden Regional Director/Instructional Coordinator

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. The instructor will use contextualized examples and differentiated instruction to engage students and help them gain the math skills they will need to reach both their immediate and long range goals. Project-based instruction is encouraged. The Math Instructor works 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. This 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.

This position requires working in the Burlington Learning Center at least two days a week with the flexibility to work remotely the other day(s). However, there may be times when coverage of the Burlington Learning Center is required during scheduled remote days.

Essential Functions and Responsibilities:

- Provides high-quality individual and group instruction, remotely and in-person, 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

Salary: Salary based on education and experience

Application Deadline: Position will remain open until filled.

TO APPLY: Send a cover letter and resume electronically to: rcampbell@vtadultlearning.org

Vermont Adult Learning is an Equal Opportunity Employer