



Beginning Instructor for English Language Learners In-person Adjunct, Burlington, VT

Vermont Adult Learning Job Title: Beginning English Language Learning Instructor

Employment Classification: Adjunct, non-benefited

Reports To: Regional Director

Primary Work Site: Burlington ONE Community Center (Chittenden County)

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 the job: To teach an in-person Beginning Level English Language class to adult language learners from multiple countries, both recent and long-term residents, and more recent refugees.. Instructors are committed to providing high quality services to our students, and are expected to deliver 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 course is a grant funded position, scheduled on Monday and Wednesday from 9:00am - 11:00am with prep time included.**

Essential Functions & Responsibilities:

- Provides high-quality, In-person, group instruction to VAL English language learners.
- Facilitates dynamic, differentiated English language learning lessons that integrate speaking, listening, reading, and writing.
- Able to work with an existing curriculum. Experience developing instructional materials is a plus.
- Completes required paperwork and data entry in a timely and accurate manner.
- Maintains professional standards of confidentiality.
- Collaborates effectively with other staff and community members as needed.

Qualifications, Knowledge & Skills:

- Master's Degree is preferred, but will consider an appropriate endorsement, diploma or certification in ELL/ESOL/TESL.
- Requires 1-3 years of relevant teaching experience with adults.
- Experience in curriculum and materials development is preferred.
- Effectively manages and teaches a class with varied educational skills, and is adept at addressing individualized language and cultural needs.
- Must possess strong interpersonal, oral, and written English communication skills.
- Requires the ability to work well independently and as part of a team.

- Familiarity with BestPlus, CASAS, and TABE assessments is a plus.
- Commitment to racial equity, as well as other forms of educational equities around class, ability, language, gender and sexuality. Candidates should be excited to work with diverse students, especially students of color, English Language Learners, and LGBTQIA+ students.

Working Conditions & Environment: Travel may 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.

TO APPLY: Candidates should send a cover letter, resume to: rcampbell@vtadultlearning.org

Application Deadline: July 21, 2023

Vermont Adult Learning is an Equal Opportunity Employer