



English Language Learner Educational Counselor and Instructor

40 hours per week with benefits

Brattleboro, VT

Vermont Adult Learning Job Title: English Language Learner Educational Counselor and Instructor
Employment Classification: Full-time position, with approximately 30% Assessing, 20% Teaching and 50% advising.

Reports To: Regional Director

Primary Work Site: Brattleboro Learning Center with some remote work from home and at partner sites, as needed

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, work readiness, and English language skills; high school completion and GED prep; and transition to college and career services. Our programs are free to students, age 16 and older who lack a high school diploma or the equivalent skills.

Purpose of the job:

Instruct

To teach in-person and/or online English language classes to adult language learners from multiple countries—both recent and long-term residents—and more recent refugees, with a variety of language levels. The instructor is committed to providing high-quality services to our students, and expected to deliver engaging and effective lessons, projects, and courses for our students. The instructor also plays a critical role in creating a welcoming, supportive environment for new and current students.

Assess

Stay certified to conduct assessments for ELL students as part of intake to establish a language baseline, as well as administer progress assessments. These progress assessments will need to be tracked to meet compliance with Agency of Education standards, and check for student growth and transition needs.

Advise

The Educational Advisor works closely with English language learners to develop education plans that help students reach their educational and career goals. These goals often include improving English speaking, listening, reading, and writing skills in order to further their education and/or career.

The advisor is also responsible for monitoring students' progress through assessments and incorporating these results in regular meetings with students and instructors so that ongoing coursework is geared to maximize student success.

Advisors are also responsible for the ongoing management of student records.

Coordinate:

This position will take on state-wide VAL responsibilities as the point-person for ELL advising. This includes coordinating with ELL co-workers who do advising and/or instruction. This involves facilitating regular meetings of state-wide VAL ELL instructor/advisors, sharing resources, documenting best practices, and encouraging consistency across sites.

This position demands a commitment to exceptional performance as well as working successfully within a team environment.

Essential Functions & Responsibilities:

- Provide high-quality group and individual instruction to VAL English language learners. VAL has both remote, in-person, and hybrid teaching possibilities.
- Facilitate dynamic, differentiated English language learning lessons that integrate speaking, listening, reading, and writing.
- Be able to work with an existing curriculum and develop instructional materials when needed.
- Collaborate effectively with other instructors, team members, and community partners in helping students realize their language and cultural goals.
- Complete required paperwork and data entry in a timely and accurate manner, as well as ensure student files are complete, accurate and maintained regularly.
- Maintain professional standards of confidentiality.
- Provide high-quality educational advising, remotely and in-person, to VAL students.
- Work with students to develop education plans that addresses their needs & interests
- Monitor and facilitate the students' progress along their education plan.
- Administer appropriate baseline assessments, reviews result with student, uses results to determine relevant education plan
- Monitor student participation and plan timely progress assessments ● Identify specific instruction needed and convey such information to instructors ● Follow up with student contact (if missing classes, etc.)
- Initiate, develop, and coordinate positive working relationships with community partners to connect students with a wide variety of learning experiences.
- ● Assist and coach students with online learning platforms.
- Complete required paperwork, other documentation, and data entry in a timely and accurate manner.
- Ensure student files are complete, accurate and maintained regularly.
- Participate in statewide and organizational-level professional development, and be a leader for the VAL-wide ELL Collaborative team.
- Maintain professional standards of confidentiality.
- Collaborate effectively with other teachers and staff in helping students realize their educational plans and goals.
- Transition planning with students who have met VAL goals

Qualifications, Knowledge & Skills:

- Master's Degree is preferred, but will consider an appropriate certificate in ELL/ESOL/TESL.
- Requires 3+ years of relevant teaching/training 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.

- Strong technology skills and ability to leverage these skills to enhance student learning.
- Experience with online teaching. Preferably 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.
- Familiarity with BestPlus, CASAS, and TABE assessments is a plus.
- Requires a creative thinker who makes connections to community resources.
- Requires the ability to work well independently and as part of a team.
- Strong organizational skills and computer competency are needed for administrative tasks.
- Have demonstrated experience successfully supporting diverse students, including students of color, English Language Learners, and LGBTQ students.
- Ability to effectively lead geographically dispersed teams

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 includes:
 - Combined Time Off (vacation and sick time) which increases with years of service
 - 11 paid holidays each year.

Starting Salary: Salary based on education and experience

Application Deadline:

Vermont Adult Learning is an Equal Opportunity Employer