



## **Educational Advisor**

### **Burlington, VT**

**Vermont Adult Learning Job Title:** Educational Advisor

**Employment Classification:** Full Time

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

**Primary Work Site:** Burlington Learning Center - College Street

**Purpose of the Job:** The Educational Advisor works closely with adult students (ages 16 and up), families, local high schools, and community partners to develop Personalized Learning Plans (PLPs) that will help students reach their educational and career goals. These goals often include earning a high school diploma through the High School Completion Program. Advisors build positive relationships with students to support and encourage them along the journey mapped out in their PLP's. This position requires a commitment to student opportunity and equity along with a dedication to continual reflection and improvement.

#### **Essential Functions & Responsibilities:**

- Provides high-quality educational advising
- Ongoing management of student records
- Works with students to develop a Personalized Learning Plan that addresses the needs & interests of the student while also satisfying the graduation requirements of the high school and the Adult Education and Literacy system
- Monitors and facilitates the students' progress along their Personalized Learning Plans
- Works closely with VAL instructional team to ensure classes, tutoring, and other instruction meet the needs and goals of the students
- Maintains positive working relationships with local high schools
- Connect with other statewide Vermont Adult Learning staff and Adult Education and Literacy partners.
- Initiates, develops and coordinates positive working relationships with community partners to connect students with a wide variety of learning experiences and wraparound service
- Completes required paperwork, documentation, and data entry in a timely and accurate manner
- Ensures student files are complete, accurate and maintained regularly
- Participates in statewide and organizational-level professional development
- Maintains professional standards of confidentiality

#### **Qualifications, Knowledge & Skills:**

Experience preferred with at-risk students, alternative educational systems, and adult educational practices. Must possess strong interpersonal, oral, and written English communication skills. Requires competency in using technology to perform various administrative and communication tasks. Requires a creative thinker who is knowledgeable of and able to coordinate with available community resources. Also requires the ability to work well independently and as part of a team. Strong organizational skills are necessary to complete administrative tasks. This position requires a 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:**

Staff working conditions and locations are subject to change. At this time, staff are primarily working remotely with the expectation of some in center coverage. May require working some weekend and evening hours. Travel will be required utilizing personal transportation. Requires reliable transportation with a valid driver's license.

**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.**

**Pay Status:** Exempt / Salaried position

**Benefits: Benefits:**

- Medical and Dental insurance
- Premiums based upon employee's work schedule
- Health plans offer a Health Reimbursement Account with contribution from the organization
- Family coverage is also available
- Long Term Disability, Life Insurance, and Accidental Death and Dismemberment Insurance are available at no cost to employee
- Flexible Spending/Dependent Care Benefits
- Retirement plan with immediate vesting and organizational match after 6 months
- Vision insurance
- Generous paid time off: combined time off, sick days, and 11 holidays
- Parental leave policy

**TO APPLY:** Send a cover letter, resume and three professional references (preferably supervisor or manager level) electronically to: [Talent@vtadultlearning.org](mailto:Talent@vtadultlearning.org)

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