



Educational Advisor

St. Albans, VT

Vermont Adult Learning Job Title: Educational Advisor

Employment Classification: Full Time

Reports To: Franklin/Grand Isle Regional Director

Primary Work Site: FGI Learning Center (hybrid)

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 need a high school credential or the equivalent skills.

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 Adult Learning Plans (ALPs) that will help students reach their educational and career goals. These goals often include earning a high school diploma through the Adult Diploma Program. Advisors build positive relationships with students to support and encourage them along the journey mapped out in their ALPs. This position requires a commitment to student opportunity and equity along with a dedication to continual reflection and improvement.

Advisors work closely with other VAL staff to create a dynamic, effective learning environment in which all students find success. Advisors are committed to providing high-quality services to our students and are expected to create engaging plans based on each student's interests, goals, and background. Advisors also play a critical role in creating a welcoming, supportive environment for all 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.

Essential Functions & Responsibilities:

Student Advising:

- Provides high-quality educational advising including regular communication and individual meetings with students to discuss goals, academic progress, and to connect to various community resources as needed
- Works with students to develop a learning plan that addresses the needs & interests of the student while also satisfying graduation requirements.
- Monitors and facilitates the students' progress along their Adult Learning Plans
- Works closely with VAL instructional team to ensure classes, tutoring, and other instruction meet the

needs and goals of the students

- Work with students and other staff to enroll students in classes and facilitate educational options

Record Keeping

- Ongoing and meticulous management of student records
- Completes required paperwork, documentation, and data entry (LACES) in a timely and accurate manner
- Creates and maintains Adult Learning Plans, Graduation Agreements, and other documents as needed

Testing

- Proctor GED exams and manage all aspects of GED testing at FGI
- Remain informed and trained on TABE assessments and document relevant testing scores for teacher use

Community Resources

- 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 services
- Participates in statewide and organizational-level professional development, including Ed Advisor collaborative meetings
- 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. Staff currently have a hybrid requirement of 20 hours per week in the center. Will 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, 11 holidays, and winter/summer shutdown periods
- Parental leave policy

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

Vermont Adult Learning is an Equal Opportunity Employer