



Vermont Adult Learning Job Title: Education Advisor
Employment Classification: full-time or part-time position
Reports To: Regional Director
Primary Work Site: Rutland Learning Center

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 students, age 16 and older who lack a high school diploma 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 Personalized Learning Plans (PLPs) that will help students reach their educational and career goals. These goals often include earning a high school diploma. Advisors build positive relationships with students to support and encourage them along the journey mapped out in their PLP's.

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 personalized learning plans based on each student's interests, goals, and background. Advisors 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 a commitment to student opportunity and equity along with a dedication to continual reflection and improvement.

Essential Functions & Responsibilities:

- Provides high-quality educational advising
- Works with students to develop a Personalized Learning Plan (PLP) that addresses the needs & interests of the student while also satisfying the graduation requirements of the partnering high school (when applicable).
- Monitors, facilitates, and encourages students' progress along their PLPs.
- Collaborates effectively with the Rutland team and the Online Learning Center team to ensure students achieve their educational goals.
- Builds positive & cooperative working relationships with local high schools.
- Builds positive working relationships with community partners to connect students with a variety of learning experiences.
- Assists and coaches students with online learning platforms.
- Works with the VAL Advisor Collaborative team to develop and share best practices with colleagues throughout the state.
- Completes required paperwork, other documentation, and data entry in a timely and accurate manner.
- Ensures student files are complete, accurate, and maintained regularly.
- Works with the Regional Director to process quarterly invoicing for the High School Completion Program.
- Participates in statewide and organizational-level professional development.
- Maintains professional standards of confidentiality.

Qualifications, Knowledge & Skills:

- Bachelor's Degree is required. Emphasis on education or related discipline plus relevant educational and/or advising experience is preferred.
- Experience with at-risk students and involvement with alternative educational systems is preferred.
- Experience teaching/advising adult students and/or students with learning challenges or other significant barriers is preferred.
- Experience as an adult education student is desirable.
- Strong technology skills required and ability to leverage these skills to enhance student learning.
- Must possess strong interpersonal, oral, and written English communication skills.
- Requires the ability to work well independently and as part of a team.
- Strong organizational skills and ability to effectively use a confidential database system.
- 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: 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: Open until filled. Preference will be given to applications received before 5pm on Friday, December 12, 2023. Please send your resume and cover letter to Chris Etori, Regional Director, cettori@vtadullearning.org. Also indicate in the letter if you are interested in full-time or part-time.

Vermont Adult Learning is an Equal Opportunity Employer