



**Adult Basic Education**  
**Math Instructor – 20-24 hours per week with benefits**  
**Education Advisor – 20-24 hours per week with benefits**  
**Or**  
**Combined Math Instructor and Ed Advisor: 40 hours per week with benefits**  
**Middlebury, VT**

**Vermont Adult Learning Job Title:** Adult Education Math Instructor and Advisor

**Employment Classification:** Two part-time positions or one full-time position, all with benefits

**Reports To:** Regional Director

**Primary Work Site:** Middlebury 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 Adult Basic Education (ABE) **Math Instructor** teaches basic and high school level math skills including arithmetic, algebra, geometry and statistics. These skills are taught to a diverse group of adults with a wide range of backgrounds, skills, and learning styles. Instruction includes individual and group classes of students via in person and online, working closely with other VAL staff to create a dynamic, effective learning environment in which all students find success. Instructors are committed to providing high quality services to our students, and are expected to create 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. These positions demand a commitment to exceptional performance as well as working successfully within a team environment.

This position requires working in the Middlebury Center at least two days a week with the flexibility to work remotely the other day(s). However, there may be times when coverage of the Middlebury Center is required during scheduled remote days.

The **Advisor** serves as the initial point of contact for new students, listening to and developing a relationship with the student to understand their educational needs and determine if other services are needed to support their educational endeavors. The Advisor works closely with students, families, local high schools, and community partners to develop Personalized Learning Plans (PLPs) that help students reach their educational and career goals. These goals often include earning a high school diploma through the High School Completion Program or GED. Advisors then guide and support students along the journey mapped out in their Personalized Learning Plans. Advisors are also responsible for the ongoing management of student records.

This position requires working in the Middlebury Center at least two days a week with the flexibility to work remotely the other three days. However, there may be times when coverage of the Middlebury Center is required during scheduled remote days.

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

#### ABE Instructor

- Provides high-quality individual and group instruction, remotely and in-person, to VAL students.
- Provides consistent learner-centered instruction in essential and high school level skills, as well as GED prep and TABE prep.
- Teaches applied, academic and interpersonal skills to adults.
- Develops curriculum and instructional materials.
- Provides an online course to students from other VAL centers through the Online Learning Center.
- Effectively teaches students with varied educational skills, backgrounds, and ages.
- Completes required paperwork, other documentation, and data entry in a timely and accurate manner.
- Addresses individualized educational needs in group instructional settings.
- Focuses efforts and attention on achieving program goals and objectives.
- Participates in statewide and organizational-level professional development.
- Maintains professional standards of confidentiality.
- Collaborates effectively with other teachers and staff in helping students realize their Personalized Learning Plans and reach their educational goals.

#### Advisor

- 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 partnering high school (when applicable).
- Monitors and facilitates the students' progress along their Personalized Learning Plans.
- Builds positive working relationships with local high schools and informs school staff of the educational services available.
- Initiates, develops, and coordinates positive working relationships with community partners to connect students with a wide variety of learning experiences.
- Assists and coaches' students with online learning platforms.
- Completes required paperwork, other documentation, and data entry in a timely and accurate manner.
- Ensures student files are complete, accurate, and maintained regularly.

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

- Bachelor's Degree is required. Emphasis on education or related discipline plus relevant teaching and/or counseling experience is preferred.
- License is preferred for Math Instructor position.
- Experience preferred with at risk students and involvement with alternative educational systems.
- Experience teaching and advising adult students and/or students with learning differences, and other significant barriers to mainstream educational programs.
- Willingness to teach project-based classes and workshops.

- Strong technology skills and ability to leverage these skills to enhance student learning. Preferably able to utilize distance learning strategies related to videoconferences, podcasts, collaborative project 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.
- Assists and coaches' students with online learning platforms.
- Ensures student files are complete, accurate, and maintained regularly.
- Strong organizational skills and computer competency are needed for administrative tasks.
- 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:** First priority given to applications received before October 5, 2022

**To Apply:** Candidates should send a cover letter and resume to: [rcampbell@vtadultlearning.org](mailto:rcampbell@vtadultlearning.org)

**Vermont Adult Learning is an Equal Opportunity Employer**