



Adult Basic Education STEM Instructor
Part-Time: 20-24 hours per week with benefits
Remote

Vermont Adult Learning Job Title: Adult Education STEM Instructor
Employment Classification: A part-time position with benefits
Reports To: Online Learning Center Director
Primary Work Site: Fully Remote

Vermont Adult Learning: Vermont Adult Learning (VAL) is a private nonprofit and 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 diploma and GED prep; and transition to college and career services. Our programs are free to students, age 16 and older who do not hold a high school diploma or the equivalent skills.

Purpose of the job: The Adult Basic Education (ABE) Science, Technology, Engineering, and Mathematics (STEM) Instructor teaches basic and high school-level math, science, health, financial literacy, and digital literacy skills. 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 online classes offered through VAL's Online Learning Center, and 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. This position demands a commitment to exceptional performance as well as working successfully within a team environment.

The Online Learning Center offers morning, afternoon, and evening classes. Most courses run for seven weeks, called Waves, but some run for 14 weeks. This position allows schedule flexibility but requires developing and providing instruction for 3 courses during each Wave, with some courses scheduled during the weekend or evenings.

Essential Functions & Responsibilities:

- Provides high-quality individual and group instruction, remotely through VAL's Online Learning Center.
- Provides consistent learner-centered instruction in essential and high school level skills, as well as GED prep and TABE prep.
- Teaches applied, contextualized, academic, and interpersonal skills to adults.
- Develops curriculum and instructional materials.
- 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 educational goals.

Qualifications, Knowledge & Skills:

- Bachelor's Degree is required. Emphasis on education, Math, Science, and/or related disciplines plus relevant teaching experience is preferred.

- Teaching license preferred.
- Experience preferred with at-risk students and involvement with alternative educational systems.
- Have demonstrated experience successfully supporting diverse students, including students of color, English Language Learners, LGBTQ+ students, and those experiencing the effects of poverty, homelessness, and single parenthood.
- Experience teaching adult students with learning differences, and other significant barriers to mainstream educational programs.
- Willingness to teach contextualized and project-based classes and workshops.
- Strong technology skills and ability to leverage these skills to enhance student learning.
- 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.
- Strong organizational skills and computer competency are needed for administrative tasks.

Working Conditions & Environment: Requires working some weekend and evening hours. If living in or near Vermont travel may be required utilizing personal transportation with a 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 on 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 on the 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 starts at \$22.67 per hour.

Application Deadline: The position will remain open until filled.

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

Vermont Adult Learning is an Equal Opportunity Employer