



Vermont Adult Learning Job Title: Education Advisor (14 hours)/Math Instructor (10 hours)

Employment Classification: 24 hours per week with benefits

Reports To: Regional Director

Primary Work Site: White River Junction 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.

Educational Advisor:

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.

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.

Essential Functions & Responsibilities:

- Provide high-quality educational advising
- 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.
- Participates in statewide and organizational-level professional development.
- Maintains professional standards of confidentiality.

Qualifications, Knowledge & Skills:

- Bachelor's Degree is preferred. Emphasis on education or a related discipline.
- Teaching and/or counseling experience is preferred.
- 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.
- 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 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.
- Assists and coaches' students with online learning platforms.
- Strong organizational skills and computer competency are needed for administrative tasks.

Math Instructor:

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, both in-person and online. The Math Instructor works 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.

Essential Functions & Responsibilities:

- 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.
- 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.

Qualifications, Knowledge & Skills:

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

This position requires working primarily in the White River Junction Center Tuesday-Thursday from 9-5 with some remote instruction as needed, which may occur outside of those hours. Work will fluctuate between educational advising and math instruction based on the center's needs at that time, but a balanced schedule and workload will be ensured.

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 LGBTQ+ 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.

Pay Rate: \$23.15

Application Deadline: Position open until filled.

Vermont Adult Learning is an Equal Opportunity Employer