Vermont Adult Learning

Educational Advisor
Burlington, VT

**Vermont Adult Learning Job Title:** Educational Advisor  
**Employment Classification:** Full Time  
**Reports To:** Advising Coordinator  
**Primary Work Site:** Burlington Learning Center - Cherry Street  

**Purpose of the Job:** The Educational Advisor works closely with adult students (age 16 and up), families, local high schools, and community partners to develop a 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 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 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 that addresses the needs & interests of the student while also satisfying the graduation requirements of the high school
- Monitors and facilitates the students’ progress along their Personalized Learning Plans
- Works closely with VAL instruction team to ensure classes, tutoring, and other instruction meet the needs and goals of the students
- Maintains 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 and wrap around service
- 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 required. Experience preferred with at-promise students and alternative educational systems. Must possess strong interpersonal, oral, and written English communication skills. Requires competency in computer skills. Requires a creative thinker who is knowledgeable of and able to coordinate 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. Candidates should be excited to work with diverse students, including 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.

**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:**
- 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, sick days, and 11 holidays
- Parental leave policy

**Position is open until filled**

**TO APPLY:** Send a cover letter, resume and three professional references (preferably supervisor or manager level) electronically to: rcampbell@vtadultlearning.org

Vermont Adult Learning is an Equal Opportunity Employer