



Central Vermont Adult Basic Education, Inc.

Local Partnerships in Learning

Serving Washington, Orange and Lamoille Counties

Job Description and Principal Responsibilities

Title: Teacher / Community Coordinator responsible for Barre area communities

Reports To and Is Accountable To: Supervisor of Education Quality and Student Outcomes

Position Concept: CVABE's Teacher/Community Coordinator in the designated communities is committed to the organization's mission of developing, evaluating, and providing accessible literacy instruction for adults and teens. S/he believes that a literate person has the essential key for self-understanding and full and active membership in the world. The Teacher/Community Coordinator understands and pursues the dual areas for focus the mission requires: providing basic education instruction for adults and involving the entire community in the encouragement of their efforts.

The Teacher/Community Coordinator conveys a spirit of warm and generous welcome to potential students, students, volunteers, residents, leaders and agency representatives of the Barre area. Adult education and literacy includes skill development in the areas of reading, writing, math, computer literacy, and English for speakers of other languages, so that adults may achieve their goals, obtain a high school credential, and obtain or retain employment, and/or enter postsecondary education or training.

The Teacher/Community Coordinator works in partnership with key CVABE staff and seeks to cultivate a vibrant awareness and support for adult literacy in the service area. The thoughtful engagement of volunteers who can work in a variety of capacities to enrich program offerings for CVABE students is a direct measure of success. The goal is accessibility, visibility and effectiveness of CVABE services for the people needing them.

The Teacher/Community Coordinator fulfills an array of responsibilities including projects as funded, and meets the particular challenges and opportunities presenting themselves with the skill, judgment, creativity, and enthusiasm required.

Principal Responsibilities:

- I. **Reach out and respond to each of the designated communities providing local leadership for reaching full literacy.**
 - Work in partnership with key staff to inform and engage the community in CVABE's mission.
 - Work in partnership with key staff to plan for and provide on-going recruitment and outreach to potential students and volunteers.

- II. **Provide the basic academic services necessary for adults and teens in the designated area so they can function fully in their own lives and as members of their communities.**
 - Provide information, referral, and education services to eligible adults and youth.
 - Be conversant with CVABE's full array of student services and processes.
 - Provide education services including comprehensive goal setting and ongoing assessment of each student's learning needs.
 - Develop and implement personalized learning plan and accompanying portfolio of accomplishments with each student. Oversee documentation and evaluation of learning plans and education progress.

- Utilize effective instructional methods, techniques, materials and resources.
- Determine the most suitable learning options for each student.
- Work with other staff and local volunteers to maximize the varied uses that the Barre Learning Center locations invite and ensure the smooth organization and scheduling for all center activity and reporting.
- Ensure that students in the outlying towns of the service catchment area have access to instruction if they cannot go to the center.

III. Initiate, develop, manage, and lead community volunteers for literacy.

- Work with the Volunteer Coordinator to recruit, orient, and train a diversified volunteer pool to meet the adult literacy needs of the community.
- Work with the Volunteer Coordinator to engage all volunteers consistent with the mission and philosophy of CVABE and match individuals with appropriate tasks.
- Support instructional volunteers to fulfill their roles in line with each student's personalized learning plan by checking in regularly and actively guiding services.
- Work in conjunction with Volunteer Coordinator to identify, encourage, and cultivate volunteer leadership.

IV. General (pertains to all staff)

- Fulfill all reporting requirements as requested and designated and with accuracy and timeliness.
- Participate actively in program planning and individual professional development.
- Carry out job duties as responsibilities change.
- Treat records and information with confidentiality regarding all individuals within Central Vermont Adult Basic Education.
- Participate in CVABE staff meetings, in-service sessions, program activities and special events.
- Adhere to a work schedule and placement as assigned and which meets the needs of the organization.
- Recognize, accept, and carry out the full responsibility of the job.
- Fulfill other duties as assigned.
- Bring concerns or questions related to the proper fulfillment of tasks to supervisor.

I can perform the duties of the job as set forth in this description with or without accommodations.

Name: _____
(Please Print)

Date: _____

Signature: _____