Youth Farmworker Computer Skills and Academic Instructor Position Description

TITLE: Vermont Migrant Education Program (MEP) Computer Skills and Academic Instructor
STATUS: Temporary Wage Employee $20/hour; mileage reimbursement $.545/mile
TERMS OF EMPLOYMENT: Temporary Part-Time Wage Position. 10 to 15 hours per week
REGION OF WORK: Virtual work serving students and coordinating with colleagues statewide (most students located in northern and western VT).

REQUIRED QUALIFICATIONS:
- Minimum Bachelor’s Degree
- Experience teaching to small groups and/or individuals
- Strong technology skills for mobile and computer-based videoconferencing, instant messaging, internet research, and electronic record-keeping; knowledge of best practices for computer-assisted language learning
- Experience working with youth in an educational setting. Particularly, experience with disadvantaged populations.
- Ability to work flexible, non-traditional hours
- Valid driver’s license and reliable insured vehicle
- Pass a criminal background check
- Ability to work independently and as part of a statewide team
- Conversational fluency in Spanish required (oral and written)

DESIRED QUALIFICATIONS:
- Vermont teaching license
- Educational background in secondary and/or adult education
- Experience in online/virtual instruction and course development
- Experience teaching math, small business and computer skills
- TESOL certification or ELL endorsement

REPORTS TO: Out-of-School Youth Coordinator

SCOPE OF ACTIVITY:
The position will provide online instruction to MEP students in content areas including foundational educational skills, applied mathematics and basic computer skills. This position will utilize instructional materials available through Plazas Comunitarias, an educational program that provides Mexican nationals with educational credentials. This position will also develop and utilize course materials, which fit the educational interests and needs of this population. This position coordinates closely with the Out-of-School Youth Coordinator to develop an accessible, engaging program of instruction that will help students achieve their goals. This person will facilitate access to technology including Chromebooks, train students on their use, and help to troubleshoot technical issues as they arise. This position supports out-of-school youth (OSY) in their efforts to become more self-sufficient by developing transferrable skills and monitoring students’ progress towards educational goals.

BASIC JOB OVERVIEW:

UVM EXTENSION – SOUTH BURLINGTON OFFICE
College of Agriculture and Life Sciences
140 Kennedy Drive, Suite 203, South Burlington, VT 05403-6716
802-651-8343 or 1-800-571-0668
uvmextension@uvm.edu · www.uvm.edu/extension
Supports MEP staff to successfully enroll students and remove barriers to accessing virtual classes.
Maintains a regular schedule of classes every week and communicates with students to encourage and supports students’ attendance one to three times per week.
Works out of the home and teaches classes online via videochat applications (primarily Zoom but incorporating Google Hangouts and WhatsApp as appropriate).
Works with students to develop a Personalized Learning Plan (PLP) and monitors progress. Collaborates with student and OSY Coordinator to monitor progress toward goals. Creates new goals as appropriate.
Collaborates with OSY Coordinator to connect students to volunteer tutors, mentors and additional services available through UVM Extension’s Migrant Education and Health Programs as appropriate.

**PERFORMANCE RESPONSIBILITIES:**
- Manage participant class schedules, caseload and recruitment referrals.
- Create PLPs for OSY in collaboration with OSY Coordinator; tracks progress and adjust as necessary.
- Research, identify and incorporate best practices for virtual instruction.
- Prepare lesson topics, plans, and assignments; evaluate outcomes and adjust as necessary.
- Choose, adapt, and utilize appropriate lesson materials, including formative assessments that will guide further development of instructional materials and techniques.
- Develop outreach materials to assist MEP staff with promoting, recruiting for, and enabling participation in virtual classes. Identify and work to remove barriers to virtual class participation and retention.
- Document student services weekly using MEP reporting systems.
- Participate in all applicable trainings provided by MEP.
- Assist MEP staff by reporting participant moves and data changes, and by referring potentially eligible workers.
- Make active referrals to other UVM Extension Farmworker Programming as appropriate.
- Respect the rights of student and families. Adhere to all regulations and procedures that maintain confidentiality of families and employers served by the MEP. Respect the rights of student and families. Adhere to all regulations and procedures that maintain confidentiality of families and employers served by the MEP.
- Help students to establish an educational routine and habits that support goal exploration and life-long learning.
- Celebrate student achievements and advocate for appropriate next steps.

**Please send a cover letter and resume by email to the attention of Kelly Dolan, Migrant Education Program Coordinator, to the following address:** kelly.dolan@uvm.edu.

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