



Vermont Student Assistance Corporation (VSAC) is hiring a Northern Pre-ETS Outreach Counselor!

Are you dedicated to supporting neurodiverse students in achieving their dreams and potential? Consider joining our VSAC team as the Pre-ETS (Pre-Employment and Transition Services) Outreach Counselor! You'll join a team of highly committed, collaborative, and supportive colleagues who are dedicated to student success.

The Vermont Student Assistance Corporation (VSAC) helps Vermonters of all ages prepare and plan for college and career training. This VSAC position is funded by a contract with HireAbility and a grant with Pathways to Partnerships to develop and facilitate post-high school planning workshops to students in Central and Northern Vermont high schools.

VSAC Outreach counselors across our programs meet with students around the state who are often from modest income backgrounds or are first in their family to pursue education after high school. Outreach Counselors support students to explore passions, identify education pathways to promising careers, and ensure they have financial aid to support their goals. The VSAC Curriculum Map is used by Outreach Counselors to sequence and plan learning activities and workshops to ensure sequenced and grade appropriate content.

The VSAC Pre-ETS Outreach Counselor will work with the following contracted school sites: Lamoille High School, CVU High School, Spaulding High School, North Country Union High School, BFA St. Albans, and Burlington High School. This list of contracted schools is expected to shift after the 2026-2027 school year. We are beginning a new model this year where we train specific schools that have displayed readiness to work independently with our content, which will provide us with more opportunities to work with more schools. We are looking for a Pre-ETS Outreach Counselor that lives in Central Vermont or Northern Vermont with a commute that would be less than 2 hours to any of the school sites listed. The Northern Pre-ETS Outreach Counselor is expected to deliver up to 10 workshops at each of the contracted school sites by the end of the school year.

The successful Northern VSAC Pre-ETS Outreach Counselor candidate will:

- Be a highly motivated individual who is excited to work with youth with disabilities to support them in planning for their futures.
- Be an experienced educator with a focus on accommodating learning activities to meet student needs and interests.
- Understand and excel at adapting learning activities that best suit the needs of students and school partners.
- Enjoy building relationships with students, school sites, and stakeholders.
- Be an effective communicator and teammate, who is open to feedback, collaboration, and flexibility.

The salary for this position is **\$46,500-48,500** with 9 weeks off, and full benefits, including annual company 403(b) contribution of 10% of your salary plus medical, dental, STD, LTD, Life, and generous paid time off! Please see job description.



VERMONT STUDENT ASSISTANCE CORPORATION
HUMAN RESOURCES
JOB DESCRIPTION

Northern VSAC Pre-ETS Outreach Counselor

DEPARTMENT: Career and Education Outreach

SUPERVISOR: Pre-ETS Program Coordinator, Career and Education Outreach

STATUS: Exempt - Grade 9

WORK SCHEDULE: Generally normal business hours; however, work schedules vary to meet business needs. This is a 43 week per year, full-time position which includes 9 weeks off in the summer.

LOCATION: At contracted school sites across Vermont. When not at school sites, this person will work from home. All home office setups must comply with VSAC's hybrid work arrangement policy.

GRANT FUNDED: This position is funded through a contract with HireAbility and Pathways to Partnerships that is contingent on continued funds.

POSITION SUMMARY: The Vermont Student Assistance Corporation (VSAC) helps students of all ages prepare and plan for education and training after high school.

VSAC's Outreach programs encourage and help Vermonters from modest income backgrounds or who may be first in their family to go on to education after high school, to pursue education or training beyond high school.

The Northern Pre-ETS Outreach Counselor position works with students at select high schools across the state to offer a number of workshops to students with disabilities. The Northern Pre-ETS Outreach Counselor provides postsecondary education and training focused workshops that relate to career exploration and awareness, postsecondary education and employability skills, and financial aid and literacy. The Northern Pre-ETS Counselor will work closely with HireAbility, Pathways to Partnerships, partner schools, and the VSAC Pre-ETS team to implement and develop workshops that best meet the needs of students, schools, and HireAbility.

VSAC was tasked with this contract to:

- Begin conversations with students in 9th and 10th grades about future planning so that students are prepared to work with their HireAbility Transition Counselors individually in 11th and 12th grade.
- Reduce high school dropout rates amongst students with disabilities.
- Increase dual enrollment, early college, and Work-Based Learning participation rates amongst students with disabilities.

Job Functions (in order of importance)	% of total working time
School Based Work: • Work with supervisor, school partners, and HireAbility to plan implementation of learning activities/workshops. • Consistently and effectively communicate with all stakeholders. • Develop and co-develop a sequence of workshops for each school that is catered to their unique needs. • Develop and co-develop curriculum related to post-secondary training and education. Workshops should be developed with student (related to accommodations and interests), HireAbility, and school partners needs in mind. • Deliver workshops to students with disabilities in 1:1 or in group settings in-person at each contracted school site. • Build relationships with students, families, and staff at the identified school sites. • Develop a system for feedback. Collect and reflect on feedback to integrate into practice. • Organize and maintain a list of students that attend workshops, dates and hours of service, and generate a summary of services in a timely manner to be submitted to HireAbility and Pathways to Partnerships. • Meet with HireAbility and Pathways to Partnership staff monthly and as needed to confirm documented services and to discuss progress and needs of the program. • Provide supervisor with updates and on-going assessment of progress.	75%
Professional Knowledge • Establish and maintain accurate knowledge of state and federal financial aid programs, application and awarding processes, policy changes, Vermont postsecondary programs and related admission requirements, and technical training programs. • Establish and maintain effective working relationships with schools, colleges, training programs, and other appropriate partners. • Keep abreast of best practices and up-to-date information related to higher education, careers, special education, and college access. • Participate in on-going VSAC based professional development. • Represent VSAC at designated meetings, committees, and functions.	20%
Support VSAC Curriculum • Work with the VSAC Curriculum Lead to maintain and update VSAC curriculum. • Develop new curriculum based on identified needs. • Attend monthly VSAC Curriculum Committee meetings dependent on schedule and interest.	5%
• Be prepared, reliable, and on time for all work duties. • Able to work independently in remote office setting with a flexible schedule. • Perform other duties as required.	

Qualifications

REQUIRED

Education:

- Bachelor's degree in counseling, special education, or education. Master's degree preferred **or** a combination of 4-5 years of relevant experience (a combination of experience and education in working with youth in general, educational, and special educational settings, an awareness of the socioeconomic and academic needs of first-generation, modest-income students and families, a general understanding of adolescent development, special education, career development, post-secondary options, financial aid, and familiarity with public school systems.)

Experience/Skills and/or years of specific experience:

- Three years of experience in counseling, special education, and/or education.
- Experience facilitating learning experiences.
- Excellent organizational skills.
- Excellent communication skills.
- An understanding of 504s and IEP plans and how to best accommodate for student needs.
- An understanding of the possible socioeconomic and academic needs of the students.
- Ability to work independently.
- Ability to work with different groups and balance the various needs of stakeholders.
- Ability to develop or adapt age-appropriate learning activities that use the VSAC curriculum map and takes into consideration the needs of stakeholders, as well as any accommodations for the students.
- Ability to develop workshops that build on skills throughout the series of workshops.
- Advanced skills in operating computers, standard office equipment, and standard office software (Microsoft Office preferred)

Additional Requirements:

- Must have a valid driver's license, along with satisfactory DMV motor vehicle check.
- Required to provide one's own legally inspected, registered, and insured motor vehicle(s).
- Must have a satisfactory background check.
- When working away from VSAC offices, required to provide own workspace and furnishings.

You do not need to meet 100% of the experience and qualifications listed. If you are inspired by VSAC's mission and excited about this opportunity, please apply!