

**Official Job Posting – Instructor for VTEL Prep Course
Massachusetts Association of Vocational Administrators (MAVA)
September 9, 2022**

Title

Instructor for the MAVA VTEL Prep Course, Fall 2022 and Spring 2023

Job Summary

Coordinate and execute all activities relative to the VTEL Prep Course, including design of curriculum, program scheduling and logistics, instruction, recordkeeping, and follow-up.

Overview of the VTEL Prep Course

The Vocational Technical Educator Literacy (VTEL) Prep Course is run by the Massachusetts Association of Vocational Administrators (MAVA) for its members. It assists vocational educators to prepare for both the Reading and Writing exams required for licensure. It is designed especially for those individuals who have not recently taken a standardized test.

The course is a 3-day review of the mechanics of reading and writing with a focus on comprehension, composition, summary, and the correct use of grammar.

Classes may be conducted in-person, remotely, or a combination of both. They are held on Saturdays.

This preparation class concentrates on test phobia, technology phobia, and composition. The course leads students through a review of basic grammar and the mechanics of writing, focusing on the 5-paragraph persuasive essay and the development of summary writing.

Practice with the VTEL-type questions and scoring rubrics offers test takers an opportunity to become familiar with the process and gain confidence in their ability to do well on the VTEL.

Duties

- Design curriculum for the VTEL Prep Course.
- Select dates for the course, allowing adequate time for recruiting.
- Working with MAVA's Executive Director, determine whether the course will be offered remotely or in-person.
- Arrange necessary instructional technology.
- Prepare materials needed by students.
- Actively lead instruction and engage in interactive activities with persons enrolled in the program.

- Counsel and advise all participants concerning their progress.
- Keep data on the success of individuals completing the VTEL Prep Course.
- Properly submit invoices for payment.
- Be responsible for successfully conducting two 3-day VTEL Prep programs.

Requirements

The successful candidate must have served in the role of a teacher or administrator in a Massachusetts public high school offering five or more Chapter 74-approved programs. At least ten years of experience as a teacher in Massachusetts vocational-technical education is preferred.

The successful candidate must have sufficient administrative, planning, and technological experience to run the program without any outside assistance.

Technical Requirements

The successful applicant must be adept at electronic communications, including email, Microsoft Word, Microsoft Teams, Zoom, and the like.

The successful applicant will be responsible for submitting invoices for payment.

Compensation

The successful applicant will be paid a \$2,750 stipend, to be disbursed in equal payments of \$1,375 at the successful conclusion of each three-day program. Individual programs may be canceled at MAVA's discretion due to low enrollment.

Upon the filing of sufficient documentation with the Executive Director, the Instructor will be reimbursed for reasonable mileage required to fulfill the duties of this position.

Job Status

The Instructor for the VTEL Prep Course is an independent contractor.

No employment benefits attach to this position.

Contract Status

This is a one-year position. It is expected to be posted annually.

MAVA reserves the right to cancel the course if enrollment is deemed insufficient.

Selection Process

Candidates must submit a cover letter and current resume to Steven C. Sharek, MAVA Executive Director, at stevesharek@MAVA.us, by September 22, 2022, at 11:00 a.m.

Selection of the successful candidate will be made by the MAVA Officers, upon recommendation of the Executive Director.

Start Date

The successful applicant is expected to begin planning and preparation for the job immediately upon selection.

The VTEL Prep Course is tentatively scheduled to be offered in October of 2022 and May or June of 2023.

Equal Opportunity

The Massachusetts Association of Vocational Administrators (MAVA) is an Equal Opportunity Employer. MAVA selects vendors, employees, and independent contractors without regard to race, color, sex, gender identity, religion, national origin, sexual orientation, or disability.

MAVA seeks to actively recruit, welcome, and support a workforce which is diverse and inclusive of all people so that we can support the success and growth of all individuals.