



Part-Time Adult Education Instructor (2 Positions Available) Job Posting

The priority deadline for these roles is June 26th, 2026

***** Apply Here! *****

The Youth Empowerment Project (YEP) is seeking to hire [two Part-Time Adult Education Instructors](#) to provide instruction to students enrolled in YEP Educates, our High School Equivalency programming.

These positions will help YEP maintain our current daytime instructional capacity while also expanding our ability to offer evening classes for adult learners who are unable to attend during traditional business hours. We anticipate making two hires whose combined availability allows us to effectively support both our daytime and evening instructional offerings.

Typical class schedules include:

- Daytime classes: Generally between 9:00 AM and 1:00 PM
- Evening classes: Generally between 5:00 PM and 8:00 PM

The projected hours for this scope of work below may vary based on the required tasks and are anticipated to range between **10 and 25 hours per week**. Please note that these hours are approximate estimates, and there is no assurance of a specified minimum workload.

Because we anticipate making two hires for the same position, we are seeking applicants with a variety of availability. We encourage applications from candidates who are available during the day, the evening, or both. Our goal is to build a staffing schedule that best meets the needs of our students and programming.

As we evaluate candidates, we will prioritize individuals who demonstrate strong instructional skills, a commitment to supporting adult learners and YEP's mission, as well as availability that aligns with the scheduling needs of the program.

Compensation

These positions are part-time with an hourly wage ranging from **\$20 - \$23 per hour**, depending upon experience.

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**YOUTH
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PROJECT**

Part Time Adult Education Instructor. Job Description

Position Description

YEP Educates Adult Education Instructors are multi-talented and energetic individuals that provide quality instruction to out-of-school youth and older adults in the city of New Orleans. The YEP Educates instructor will work collaboratively with other instructors, advocates, volunteers, interns and administrative staff. The Instructor will create student-centered culturally appropriate curricula for YEP Educates students functioning at various educational levels and will implement the curricula in active group-learning environments at the adult basic and secondary levels. The Instructor will also modify the curricula as necessary, maintain accurate records and track student progress, and conduct engagement outreach among other responsibilities

Responsibilities

Although the following list is not exhaustive, it covers a wide range of the YEP Educates Adult Education Instructor's responsibilities:

- Create student-centered and culturally responsive lessons for YEP Educates students functioning at various educational levels from Adult Basic Education to Adult Secondary Education
- Use a collaborative and restorative approach to managing classroom behaviors
- Closely monitor student academic outputs to determine progress and make suggestions for improvement
- Prepare students with academic and behavioral skills needed to take and pass the HiSET practice test and HiSET exam
- Research, identify and use appropriate supplemental materials for use in instruction
- Assess student readiness to take HiSet exam and coordinate with other staff to schedule students for exam
- Serve as a resource for tutors and staff regarding instructional strategies and issues
- Implement curricula in whole class, small group and individualized settings
- Conduct student outreach to encourage retention and engagement in YEP Educates programming
- Support the identification of and connection to supportive services for students who express or demonstrate needs beyond classroom instruction by collaborating with support service staff across YEP programs
- Maintain complete, accurate and current data in both physical files and electronically in the appropriate YEP database
- Attend and actively participate in regular staff meetings, individual supervision meetings, and professional development for YEP staff members
- Travel to different YEP programming locations to support instruction and program delivery, when needed
- Offer support to programming events and activities, as appropriate



Key Outcomes

- Students are engaged in daily instruction that is aligned to TABE, OPT, HiSET assessments and is differentiated according to student needs, including functioning levels, learning styles, modality
- Students demonstrate academic progress in line with YEP's annual outcomes, as measured by TABE gains, successful OPT completion and successful HiSET completion
- Student engagement outreach is ongoing and efforts to reduce barriers to academic engagement and progress are coordinated with YEP Educates Student Advocates

Qualifications

- High School Diploma or Equivalency Required, Bachelor's Degree Preferred
- Experience in secondary education, post-secondary education, alternative education settings, or Hi-SET/GED preparation instruction
- Experience with data entry
- Experience with lesson planning and instructional delivery with an emphasis on highly individualized learning plans
- Experience and willingness to teach across disciplines
- Willingness and ability to work in some evenings or offer some flexibility when needed to assist with staff coverage
- Commitment to the mission and values of YEP

Our Commitment to Equity and Inclusion

Youth Empowerment Project is committed to diversity, equity, and inclusion in our work and on our teams. We know that the rich diversity of perspectives and wisdom that is imperative to our purpose can only come from a wide variety of origins and life experiences. We strongly believe that creating a workplace where all team members thrive is critical to fulfilling our mission in the communities we serve and we intentionally recruit, develop, and retain the most talented people from a diverse candidate pool.

Qualified candidates are urged to apply and will receive consideration for employment without regard to race, color, ethnicity, sex, age, national origin, religion, sexual orientation, gender identity and/or expression, status as a veteran, and basis of disability or any other federal, state, or local protected class.

YEP does not have the capacity to receive phone calls regarding this hiring process. Please contact Holly Hubbard via email at hhubbard@youthempowermentproject.org with questions or to reschedule interviews.

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