



Job Description

YEP Educates, Senior Instructor

Organizational Summary

The Youth Empowerment Project (YEP) is a community-based, 501(c) 3 non-profit organization that provides an array of services to underserved youth in the Greater New Orleans region. YEP provides the highest quality services to all of our youth and their families.

YEP's Mission

The Youth Empowerment Project engages underserved young people through community-based education, mentoring and employment readiness programs to help them develop skills and strengthen ties to family and community.

YEP's Vision

YEP envisions a community where all people have access to the opportunities, skills, resources and relationships they need to actualize their potential.

The YEP Works Employment Retention Coordinator must share YEP's **Core Values of:**

RESPECT YEP believes all people have value and should be treated with dignity.

INTEGRITY YEP is honest and sincere.

PROGRESS YEP believes in ongoing learning and innovation.

KINDNESS YEP is caring and generous.

ACCOUNTABILITY YEP is responsible to its participants, families, community, donors and other stakeholders.

Position Summary

YEP Educates Senior Instructors are multi-talented and energetic individuals that provide quality assessment, instruction and academic guidance to out-of-school youth and adults ages 16+. The senior instructor will be based at the New Orleans Adult Learning Center or one of YEP Educates' satellite learning centers and may be asked to work flexibly between locations. The senior instructor will work closely with the broader YEP Educates instructional team, including Lead Instructors, Assistant Instructors, Para Instructors, Youth Advocates and community volunteers. The senior instructor will be supervised by the YEP Educates Director.

Position Responsibilities

Senior instructor responsibilities include but are not limited to:

- Work with the YEP Educates instructional team to create up to date, student-centered, culturally appropriate and standards-aligned curricula for students functioning at various educational levels ranging from Adult Basic Education learners to High Adult Secondary Education learners
- Use student assessments and state standards to develop targeted lesson plans to meet individual student needs
- Monitor student and cohort-level data to determine progress toward goals, and remediate or extend learning opportunities as needed in order to increase a minimum of one NRS functioning level each fiscal year
- Prepare students to successfully take a range of assessments, including the Test of Adult Basic Education (TABE), Official HiSET Practice Test (OPT), High School Equivalency Test (HiSET) and some college entrance exams
- Use a restorative approach to support and engage students in class and provide opportunities to increase student persistence and retention

- Demonstrate responsible stewardship of classroom materials
- Keep equipment in working in order and coordinate any repairs or maintenance as needed
- Maintain accurate records to track student progress and outcomes, both in physical student files and in YEP's Efforts to Outcomes database
- Attend and actively participate in regular staff meetings and professional development for YEP Educates staff members
- Meet regularly with YEP Educates Director for supervision.

Training

All Instructors will receive comprehensive on the job training from veteran YEP Educates instructional staff members. Additional training occurs throughout the first six weeks as well as on-going professional development opportunities.

Qualifications

- Bachelor's Degree required, Masters in Education or relevant field preferred
- Minimum of 3 years of experience in secondary education, alternative education settings or Hi-SET/GED preparation instruction required, with adult learners' instruction strongly preferred
- Louisiana State Teaching Certification preferred
- Math (or STEM) instruction experience strongly preferred
- Familiarity with data entry and reporting
- Self-directed and able to work autonomously
- Demonstrated effectiveness at working with students to achieve educational goals
- Self-starter and highly motivated
- Experience working with underserved youth and adult populations
- Familiarity with Restorative Approaches preferred
- Experience in curriculum development, diagnostics, and alternative assessments highly preferred
- Familiarity with progressive teaching methods
- Experience and willingness to teach across disciplines preferred
- Familiarity with the city of New Orleans preferred
- Commitment to eradicating educational and social injustice
- Commitment to the mission and vision of YEP
- Flexible and able to adapt to fast-paced environments very quickly

Salary and Compensation

Competitive salary plus an excellent benefits package. This position is full time.

To be considered for this position please email your resume and cover letter to jobs@youthempowermentproject.org. NO PHONE CALLS, please.