HopeWorks has an opening for an instructor to work with the Adult Basic Education instructional team to prepare and execute instruction of students. The instructor will prepare lessons, instruct students, collaborate with staff, contact students regarding progress and record data. The engaging instructor will use performance data to inform instructional decisions; willing to work with a team to accomplish program goals and conscientious about keeping and recording accurate records. The successful instructor will ensure an educational atmosphere where adult students have the opportunity to fulfill their academic and career goals by earning a High School Equivalency Diploma (HiSET) and or grow basic skills in Math, Language, Science, Social Studies and Reading as demonstrated by progressing through the six Educational Functioning Levels defined by the National Reporting System (NRS). Plan and execute instruction to empower students to progress in academic and career goals; review pretest and post-test data to target student skill deficiencies to enable students to make measurable skills gains; prepare engaging lessons that incorporate all learning modalities; provide instruction for both virtual and in person classes; be familiar with various Adult Education testing platforms and requirements; work with administration and student coordinators for student recruitment, outreach, and retention efforts; reach out to students who have not been attending class to identify and address barriers; manage site and supervise staff working at the site location.

**Required Education and Experience:**
Bachelor’s degree from an accredited college or university in Education or related field. Must have a Tennessee Teacher’s License or approved waiver. Three to five years teaching experience; experience in Adult Education preferred. Must possess a strong knowledge of computer skills (Outlook, MS Word, Excel and PowerPoint) with accurate data entry. Strong organizational and time management skills a must. Demonstrated ability to meet deadlines, strong written and verbal communication skills.

**Annual Salary Minimum:** $50,000
**About Hopeworks:**
HopeWorks helps people in Memphis and the Mid-South find meaningful employment through three main programs: Adult Basic Education helps people access essential educational opportunities, including high school equivalency degrees and English language courses. Employment Services work to eliminate restrictive barriers and aid Memphians as they pursue viable, passion-filled career opportunities. Holistic Reentry provides life-breathing counseling support, mentorship, technical education and career pathways to Memphians pre- and post-release from prison.

**We are Proud to Offer:** Excellent benefits, Paid Holidays, 401(k), Opportunities for Professional Growth and Development.

Visit our online Jobs Portal to Apply:
[https://www.whyhopeworks.org/employment](https://www.whyhopeworks.org/employment)