

Position title: **High School Equivalency/Literacy Educator**  
Reports to: Director of Services  
Hours: Part-time (15 hours/week)



Gerard Place is seeking a motivated individual for our High School Equivalency and Literacy programming. The ideal candidate will work 15 hours per week; a combination of morning and afternoon. The preferred candidate is self-motivated, takes initiative and able to communicate effectively.

**Responsibilities:**

- Create an Individual Learning Plan based on student scores.
- Create morning and afternoon lesson plans.
- Prepare daily work for students to work on independently or with tutors.
- Offer classroom teaching to students.

**Qualifications:**

- Bachelor's degree in Education or other related program; teacher certification preferred
- Computer skills
- Exceptional verbal communication skills
- Excellent organizational and time management skills and the ability to prioritize work

Interested parties should submit their resume and cover letter to Jill Mattson at Gerard Place, 2515 Bailey Avenue, Buffalo, NY 14215 or [jmattson@gerardplace.org](mailto:jmattson@gerardplace.org). No phone calls, please.

**Deadline to apply is June 15, 2018.**

*Gerard Place is an Equal Opportunity Employer (EOE).*