

Position title: **High School Equivalency/Literacy Educator**  
Reports to: Senior Director of Services  
Hours: Full-Time



Gerard Place is seeking a motivated individual for our High School Equivalency and Literacy programming. The preferred candidate is organized, takes initiative and able to communicate effectively. The ideal candidate is detail-oriented, flexible and able to work well in a team atmosphere.

**Responsibilities:**

- Evaluation and assessment of adult students.
- 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
- Experience in Adult Education a plus
- 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.

**Position open until filled.**

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