



**THE SALVATION ARMY  
NEW JERSEY DIVISION**

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**JOB DESCRIPTION**

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**Name:** **Position Title:** Mission: Literacy Tutor  
**Department:** **Supervisor:** Corps Officer  
**Hire Date:** **Non-Exempt**

**Essential Function** To teach Mission: Literacy reading lessons and evaluate student progress

**The Mission: Literacy Tutor** will manage one or more groups of 1-5 children each for preparation of reading lessons according to guidance in the program's lesson plans and assessment of student progress.

**Duties and Responsibilities**

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1. To pre and post test children with the *Sentences to Read* assessment in the curriculum unless instructed otherwise by the supervisor.
2. To group children according to their test scores
3. To prepare lessons as outlined on the Mission: Literacy website under *Lesson Plans*
4. To teach lessons including active, hands-on learning games
5. To adjust groups and teaching strategies as needed to best help the student
6. To keep a file on each student including such as copies of report cards, pre/post tests, notes from teachers and parents, class work.
7. To provide information to the director so that required reporting can be done
8. To attend training as recommended by the supervisor.
9. To communicate child's progress with his/her school teacher and parents

**Qualifications**

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1. High school diploma or GED
2. Two years of college preferred
2. Prior tutoring experience with children preferred
3. Fluent in reading and writing in English, providing a model for children
4. Team player committed to children



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**Statement of Confidentiality** \_\_\_\_\_

The *(insert job title)* occupies a position of trust, and is expected to maintain confidentiality and exhibit loyalty to The Salvation Army and the staff of the *(name of Corps or Department)* in all job related matters.

**Mission Statement** \_\_\_\_\_

*The Salvation Army, an international movement, is an evangelical part of the universal Christian church. Its message is based on the Bible. Its ministry is motivated by the love of God. Its mission is to preach the gospel of Jesus Christ and to meet human needs in His name without discrimination.*

**I have read and understand the duties outlined in this job description and am aware The Salvation Army may change this description as necessary to fulfill the requirements of the position.**

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employer Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Human Resources Signature

\_\_\_\_\_  
Date