



CLASSROOM TUTOR POSITION

Position: Classroom Tutor

Employment Type: Hourly (5 mornings a week, 9-1)

Reports to: Teacher, Administrative Staff

Salary: Pay commensurate with experience and abilities

Mission Statement: The purpose of New Song Mission is to equip at-risk children for life.

Ministry Overview: New Song Mission, Inc. is a 501 (c)(3) nonprofit Christian ministry that provides vulnerable, at-risk children—many of whom are fatherless—with safe, loving homes, a tailored education, biblical guidance, and enriching experiences so that they will live wholesome, productive, and joyful lives in Christ. Through this holistic care, significant mentoring relationships, and the transforming love of Jesus, children will become fully equipped to fulfill God’s wonderful purpose for their lives. New Song’s educational campus community is located on 100 scenic acres in beautiful Brown County, Indiana where children live in a family-like, Christian environment, to the glory of God.

General Job Description: The Classroom Tutor will tutor New Song students academically and support them spiritually, socially, and emotionally during the school day.

Duties and Responsibilities: The New Song Classroom Tutor is expected, by God’s grace, to fulfill the duties and responsibilities listed below.

1. Student assistance

- **Tutoring:** Tutor students three periods a day, primarily in K-12 Math, but in other subjects as well. (The students’ core curriculum is delivered through online instruction)
- **Discipleship:** Disciple students in Christ Jesus
- **Mentoring:** Mentor students by coming alongside them and teaching them social skills and good values
- **Engagement:** Engage students in purposeful conversation that promotes a fun, cooperative, and positive school environment

2. Classroom assistance

- **Classroom management:** Assist the Classroom Teacher in the management of the classroom
- **Teacher support:** Assist the Classroom Teacher in other ways as needed
- **Teacher meetings:** Meet regularly with the Classroom Teacher to discuss the students’ academic progress and spiritual development

3. Other Ministry Support: Other duties and responsibilities include:

- Communicating with houseparents and administrative staff
- Supporting the ministry in other important ways as needed

Qualifications

Christian Faith: Has received Jesus Christ as his/her personal Lord and Savior and demonstrates a mature faith in the Lord

Educational Abilities: Has the ability to tutor in Math up to Algebra 2

Experience: Has demonstrated a desire to work with children and youth

Children's Home Policies: Is strongly committed to working within the policy framework and best practices of New Song

Collaboration: Must be highly collaborative and have a desire and ability to promote unity within a ministry team

Personal characteristics: Possesses a flexible disposition, works well with others, has strong interpersonal skills, good discernment, organizational and processing skills, is honest, dependable, hardworking, and can work with humility under the supervision and directions of others

Statement of Faith, Culture, Guiding Principles, & Core Values: Commitment to New Song's Statement of Faith, Culture, Guiding Principles, & Core Values Statement

Physical Capacity: Has the physical capacity to fulfill each of the duties and responsibilities listed, as well as physical activities such as general lifting, light athletics, and school outings

Continuous Learning: Demonstrates the desire and ability to continually learn and grow in the position

Valid Driver's License: Has and maintains a valid driver's license and is able to operate a ministry vehicle to transport children without restrictions

General Qualifications: Meets the general qualifications outlined in New Song's personnel policies