

MADRICHIM APPLICATION

Name _____ Grade in the Fall _____

E-mail _____ Cell Phone Number _____

Type of Madrichim Assignments

Classroom Assistants are assigned to a single classroom and teacher. The Classroom Assistant remains with the class throughout the religious school session, and is available to assist teachers in many ways, including: making sure that each child is engaged, helping serve snack, helping with art or cooking projects and ensuring that all projects are cleaned up at the end of each session.

Hebrew Tutors work one-on-one or with small groups of students to practice reading and/or writing Hebrew from materials provided by the students' teacher. For Kindergarten through 2nd grade, only beginning Hebrew is required to be a tutor. Tutors working with students in 3rd-6th grades require more advanced Hebrew.

One-on-One Assistants to Students with Special Needs are assigned to students who need an individual alongside them throughout class. This position could be a year-long placement with a particular student, or an assignment on a day-by-day basis. One-on-one assistants will receive additional training with the Director of Religious Education and/or the Learning Specialist.

Office Workers deliver materials to classrooms, organize storage materials, make copies, file, decorate bulletin boards, answer phone calls or do other administrative tasks as needed.

Each of these positions fulfills important and essential work in our religious school. Please indicate your preference below by circling those positions that are interest.

Classroom Assistant Hebrew Tutor One-on-one Assistant Office Worker

Other (please elaborate):

Final assignments will be determined after an interview with the Director of Religious Education. Assignments may change during the year to best serve the needs of our school.

MADRICHIM AGREEMENT

1. As a madrich/a I am a role model. I will take this role seriously, as I work to support both the teachers and the children.
2. I will arrive at my madrich/a assignment 10 minutes before the start of class, if possible to assist the teacher in preparing for the day's lesson. I will stay to help clean up the classroom.
3. I will be at Etz Hayim Religious School each week unless I am ill, have prior permission from the Director of Religious Education, or in case of an emergency.
4. I will notify the Director of Religious Education and the classroom teacher if I will not be in class. For scheduled absences, I will notify them at least ONE WEEK prior to my absence.
5. I will be fully present while I am at Etz Hayim, and will not use my cell phone or other electronic device unless I am using it to help with a classroom project.
6. I give permission to CEH to contact me/my student by email and/or by text with regard to school matters.
7. I will attend all required staff meetings, including CEH madrichim training in August 2019 and other madrichim training during the school year.

I have read the above statement of responsibilities, and agree to accept these responsibilities that come with the position of Madrich/Madricha in the Etz Hayim Religious School.

Student Signature _____ Date _____

Parent's Signature _____ Date _____

REFERENCE

Applicant's full name: _____

The above individual is applying to work as an assistant in the Etz Hayim Religious School. Please assess this person on his/her abilities in the following areas. If you prefer, write a short letter for your reference. Send the completed form or letter to:

Laura Naide, Director of Religious Education
Congregation Etz Hayim
2920 Arlington Boulevard
Arlington, VA 22204.

Or email to school@etzhayim.net

Initiative

Dependability

Working with Children

Leadership

Enthusiasm

Communication

Maturity

How long and in what capacity have you know the applicant?

Additional Comments:

Signature of Reference and Title

Date