



The Diamond Family
Religious School

The Diamond Family Religious School
Temple Emanu-El Atlanta
Madrichim Application Information

Madrichim (plural of *Madrich* [m] and *Madricha* [f]) are aides assigned to assist teachers who help with younger students or assist in the office during Religious School. *Madrichim* should understand that they are an integral part of the teacher's plan for the operation of the classroom and are expected to be present at each of the scheduled sessions. *Madrichim* work at the direction of the classroom teachers to whom they are assigned. Office *Madrichim* do some clerical work for teachers, the Religious School Office staff, and the Director of Education. *Madrichim* attend an orientation session before the school year begins and are required to attend one or two training sessions during the year.

Qualifications for this job include an interest in working with children and extending your own Jewish knowledge and involvement, and a willingness to take direction from the classroom teacher. *Madrichim* must be responsible and provide a positive role model for younger children.

Madrichim must be in 9th grade or above. *Madrichim* volunteer or are paid for each session they work. Paid positions are awarded based on availability, merit, and at the discretion of the Principal. An Employment Contract must be on file with the office in order to be paid. The Contract consists of:

1. Employee Information Page
2. W-4, State of GA Employee Withholding
3. Employment Eligibility Verification with appropriate government issued identification
4. **Work Permit required for students under age 16 (please visit dol.georgia.gov for instructions)**

The following are specific requirements for classroom *Madrichim*.

1. Arrive 15 minutes before the session begins to assist the teacher in setting up the classroom for learning.
2. Stay 15 minutes after the end of the session to assist with cleaning up and putting things away.
3. Assist the teacher with supervision of activities.
4. Provide assistance to individual students and small groups.
5. Assist the teacher in the transition from one activity to another.
6. Plan lessons for, and teach, individual students or small groups under the direction of the teacher.
7. Communicate with the teacher regularly about lessons and the things you observe in the classroom.
8. Maintain the confidentiality of the students and the teacher.
9. Other duties as assigned by the individual teacher or Principal.



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Name _____ Grade _____

E-mail address _____

Parent E-mail address _____

Home Phone # _____ Cell Phone # _____

I prefer an assignment working (check all that apply):

- _____ with Kindergarten _____ with 1st grade _____ with 2nd grade
- _____ with 3rd grade _____ with grades 4 and up (Hebrew only)
- _____ in Reinforcement (one-on-one Hebrew tutoring) _____ in the office
- _____ with *Matan* (special needs students)

I consider my Hebrew skills to be:

- _____ novice _____ intermediate _____ expert

Please write a short statement describing your interests, skills, and experiences that will help you do this job well, and why you are interested.

Applicant's Signature _____

Parent's Signature _____