

Madrichim Goals & Expectations

I agree to the following terms of employment and compensation:

Madrichim will

1. Assist in creating a learning environment, both physical and emotional, that will spark the students' interest in Judaism, Torah and the Hebrew language. I will assist the students in developing their Jewish identity consistent with the principles of Reform Judaism.
2. Learn to take the initiative when assigned to various jobs.
3. Sign in upon arrival.
4. Attend madrichim trainings including orientation on **September 10, 2017**.
5. Refrain from use of cell phone during work hours by placing your phone in the phone basket in each classroom.
6. Demonstrate *kavod* (respect) and *derech erez* (appropriate behavior) to staff, students, and fellow madrichim.
7. Happily provide help when a teacher or staff member asks for assistance. If on an assignment for "my" teacher when another one asks for help, I will explain that I can't help *right now* because I am already doing something. I will remind them that there is someone in the office who can help.
8. Answer respectfully when I am asked a question by anyone, especially a student. Sarcasm, put-downs, and expressions such as "duh" have no place in the classroom. I will not humiliate, belittle or argue with a student. In most cases, unless I am given specific direction by a staff member to do so, I will leave the discipline up to the teacher.
9. I will remember that I am expected to be a positive role model for our students. I must dress and behave appropriately. I will:
 - Use appropriate language, even if (especially if!) I am speaking to my friends.
 - Come to work alert and dressed in a way that conveys my position on the school staff. In the event that I arrive to work in inappropriate attire, I know that I will be asked to wear a uniform shirt.
10. Speak with my cooperating teacher privately if I have a question or concern. The next course of action will be to speak with the Madrichim Supervisor, then the Youth Engagement Director and/or the Religious School Director.
11. Be evaluated by the Madrichim Supervisor and/or Youth Engagement Director. If at any time during the contract year it is concluded that my performance is for any reason unacceptable, the Youth Engagement Director may terminate my contract. In the event that my contract is terminated, I will receive pay through the last session I attended.
12. Be in my classroom/assigned location **15 minutes prior to the beginning of class – NO LATER THAN 9:15am on Sundays and 4:15pm on Wednesdays** and remain until I am dismissed by my teacher/supervisor.
13. **Have impeccable attendance as my students and the school rely on me. If I will be absent from school it is my responsibility to notify the Madrichim Supervisor, Youth Engagement Director, AND my teacher/staff member. If I am consistently absent, I will be removed from the program.**

The School will

1. Provide madrichim with written or oral constructive evaluations.

2. Provide madrichim with placements which will attempt to meet their requests. However, the needs of the school take precedence.
3. Provide madrichim with meaningful training to assist in the completion of their assigned tasks.

Classroom madrichim will

1. Assist the classroom teacher in set-up and/or clean-up for class activities.
2. Return materials NEATLY to central supply areas when they are no longer needed.
3. Follow all directions given by the teacher. At times, I may not agree with what a teacher is doing. I will keep your opinions to yourself in front of the students. When the students have left, I will politely ask the teacher what they were trying to accomplish and why they chose that method. As far as the students are concerned, the teacher and I are a team. I am also free to discuss with the Madrichim Supervisor, Youth Engagement Director, or Religious School Director something they are doing that I don't understand.
4. Remain in the classroom during school hours, unless sent on an errand by the teacher.
5. Ask the teacher if they would like me to participate in classroom discussions or not. If so, I will raise my hand before participating and allow the teacher to call on me or not, at their discretion.
6. Remain attentive to student behavior, quietly moving into place to help refocus a student or intervene quietly if a student is being disruptive. Ask teacher, after class, how they would prefer me to handle the situation
7. Collect and prepare snack for the class.
8. Respect the confidentiality of students and families by not discussing situations with other students, my friends or classmates. If I have a concern about something I see or overhear, I will speak to the Youth Engagement Associate at your earliest opportunity.
9. Maintain the classroom in an organized and efficient manner demonstrating the highest respect for the synagogue's space and property. Aware that the physical environment of the classroom is important, Madrichim will help to create timely, neat and stimulating classroom and bulletin board displays.
10. Perform other duties as requested.

Office madrichim will

1. Collect attendance.
2. Photocopy as necessary.
3. Gather material or resources as requested.
4. Put up bulletin boards.
5. Not use the office computer for games, social media or other personal business.
7. Answer the telephone; take messages; deliver them to the appropriate person.
8. Perform other duties as requested.
9. Respect the space and belongings of the office staff.

Name (Printed)

Signature (Signed)

Date