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Madrichim Handbook

For many years Temple Chai has maintained a Madrichim program. Madrichim, literally meaning “guide” or “leader” is a program designed to assist our students, our school and to further develop the madrich/madricha’s own leadership skills. The Madrichim program is changing this upcoming year, adding a plethora of learning opportunities and workshops, as well as the creation of new jobs and expanding current roles.

Kitot Madrichim (Classroom Guides) כיתות מדריכים

Madrichim Meyuchadim (Special Needs Guides) מדריכים מיוחדים

Va’ad Misrad (Office Committee) ועד מסרד

Morah Madrichim (Tutoring Guides) מורה מדריכים

Va’ad Persomet (Marketing Group) ועד פרסומת

Madrichim Shirah (Song Leader) מדריכים שירה

Descriptions for all of the options:

- **Kitot Madrichim** (Classroom Guides) כיתות מדריכים

Kitot Madrichim are assigned to a specific grade and teacher. Their responsibilities include:

- Supporting classroom lessons
- Aiding the teacher as needed
- Assisting students with their class work
- Supervising students
- Participating with students during all special programing

- **Madrichim Meyuchadim** (Special Needs Guides) מדריכים מיוחדים

Madrichim Meyuchadim are assigned to a student with special needs. Their responsibilities include:

- Supporting the student throughout their time at school
- Assisting the student with their class work
- Working with the student out of the classroom as needed.
- Participating with the student during all special programing

- **Va’ad Misrad** (Office Committee) ועד מסרד

The Va’ad Misrad is responsible for supporting the Temple Chai School Office throughout school hours. Their responsibilities include:

- Administrative support (copying, collating, distributing, filing and organizing school materials) as needed.
- Communication with classrooms.
- Answering the Temple Chai Office phones throughout school hours.
- Counting and sorting of Tzedekah money.
- Maintenance of school attendance.
- Working with Scott to clean the Temple Chai server files
- Working with Scott to keep the Temple Chai Website up to date.

• **Morah Madrichim** (Tutoring Guides) **מורה מדריכים**

Morah Madrichim are responsible for tutoring Temple Chai students. Their responsibilities include:

- Meeting with all ages of students at the Teacher's discretion; both for enrichment and extra help throughout school hours.
- Maintaining clear and accurate notes of tutoring.
- Supporting students who need extra help in a respectful and mature manner.

• **Va'ad Persomet** (Marketing Group) **ועד פרסומת**

The Va'ad Persomet is a brand new job created to generate marketing material for the school and youth programs. Their responsibilities include:

- Documenting school events and classroom activities through pictures and videos.
- Updating bulletin boards with student artwork, upcoming youth events, and relevant current event topics.
- Creating engaging marketing materials including: flyers and videos.

• **Madrichim Shirah** (Song Leaders) **מדריכים שירה**

The madrichim shirah are responsible for leading the school in song sessions and t'fillah (services) each week. Their responsibilities include:

- Teaching lyrics and melodies to the students.
- Engaging the students in an excited manner to get them wanting to sing and participate.
- Preparing age appropriate song sessions and t'fillot.
- Leading song sessions and t'fillot.

ALL Madrichim are expected to:

1. Arrive 15 minutes before school and stay 15 minutes after school so they may assist with dismissal and cleaning up. Be sure to sign in with your working hours in the School Office Binder. There will be certain days you will be asked to come in for trainings before school and it is expected that you come to those too.
2. Help with all arrivals and dismissals, especially at the beginning of the year and during inclement weather. Please arrive at the Temple early enough to assist with arrival and stay long enough to help with outside dismissal. Be sure to dress appropriately for the weather.
3. Do not eat or drink in front of the children or in the classrooms/during programming at any time. Also, madrichim are **NOT ALLOWED IN THE TEMPLE KITCHEN**. You may not help yourself to food in the kitchen. Food and drinks are available in the School Office before and after school and during breaks.
4. Dress appropriately. The Key Word is *S'niut* – Modesty. Remember that this is a Synagogue and a school. Madrichim are required to dress appropriately for the time, place, and weather.
5. It is important that you give your supervisor **TWO WEEKS NOTICE** for days you will not be able to be here so that proper arrangements can be made.
 - a. Kitot Madrichim, Meyuchad Madrichim: It is important to sing with the song leaders and to stay with your class during the entire music period. We'd like you to set a good example by participating in all class activities.
 - b. It is the Kitot Madrichim's responsibility to make sure attendance and Tzedekah are delivered to the School Office.
 - c. Kitot Madrichim and Meyuchad Madrichim are to attend all grade level functions that involve their class. This includes field trips, Shabbat Dinners, and special events. Ask the teacher at the beginning of the year for the dates and then plan accordingly.