



PROZDOR OFFICE AIDE/STUDENT AIDE//TEACHER AIDE REFERENCE FORM

To be completed by a teacher, rabbi, youth group leader or school counselor

_____ has applied to be a office aide/student aide/teacher aide at Prozdor, a supplemental Jewish education program for middle school and high school age students.

The following are the job descriptions:

- A. The **Office Aide** assists the main Prozdor office in a variety of tasks including mailings, running various errands throughout campus, photocopying, and assisting with other school projects.
- B. The **Student Aide** will be expected to work one-on-one with a student who has moderate learning and/or developmental disabilities, including Asperger’s Syndrome, Autism, ADD-ADHD, and Language Based Learning Disabilities or Non-Verbal Learning Disabilities. At Prozdor, these students are mainstreamed into the regular classroom and the Student Aide is responsible for ensuring as successful an experience as possible. Some duties include making sure that the student is able to find his/her classroom, helping the student understand the material presented by repeating or rephrasing what was said, finding the place in a text book, helping the student maintain focus and taking notes and writing down assignments for the student. The **Student Aide** will be part of a training program and will have the opportunity to grow and learn in a supportive environment.
- C. The **Teacher Aide** will be expected to work with classroom teachers, helping out in a variety of different ways including but not limited to, administrative tasks, facilitating group work, and working with students one on one to help them achieve different educational goals.

We would appreciate it if you could answer the questions below. Please share your thoughts about the applicant’s abilities, motivation, maturity and readiness for this type of job. We envision a responsible and mature candidate who works well with people.

Thank you in advance for your help.

Respondent’s Name: _____
 Title and Position _____
 Address _____ City/State/ZIP _____
 Email _____ Phone _____
 Signature _____ Date _____

Please return this form and your attached reference to Rabbi Yehudah Potok at Prozdor Hebrew High School by May 4, 2008. Prozdor, 160 Herrick Road, Newton Centre, MA 02459, 617-559-8804 (phone); 617-559-8801 (fax); ypotok@prozdor.org

1. In what capacity have you known this applicant and for how long?
2. Applicant’s leadership ability (responsibility, enthusiasm, initiative, judgment, etc.)
3. Applicant’s ability to work with children (direction, compassion, responsibility, etc.)
4. Would you want the applicant to be a staff member for your own children?
5. In what areas does this person excel? Need to improve?