HILLSDALE MIDDLE SCHOOL <u>SAW</u> LETTER OF INTEREST

NAME:	CURRENT GRADE:	
What positions are you intere	ested in? (Rank top 3)	
Cafeteria Classroom Custodial Copy Room	<pre>Front Desk Health Office Office PE Aide</pre>	Peer Mentor Peer Tutor SAW Room Snack Shack
Why I want to be in the SAW	V program:	
Do you speak another langua	age? If so, which one	
Student Signature	Date	

All Letters of Interest should be **returned to Mrs. Wendy by May 3, 2019**. Minimum eligibility criteria for participation in the SAW program are **3.0 GPA in citizenship for each trimester, a 2.5 GPA in academics** and **no behavior referrals**. Students who do not maintain their eligibility, may be dropped from the program. Thank you for sharing your interest in the SAW program.

As a SAW student, there are several different job possibilities. While all of them require trust, responsibility, discretion, and a helpful attitude, many of them differ from there. Turn over for a list of the different jobs and some basic information about them.

<u>Cafeteria</u>

Skills needed: Fast working, nice, helpful Job description: Carry food to carts, stock food, wash fruit Why students like this job: Free food, nice lunch ladies, Friday treats, holiday treats, birthday treats.

<u>Classroom</u>

Skills needed: Patience, responsibility, respect, organizedJob description: Help grade papers, file, organize papers, teachsmall groups or individuals, assist the teachers as needed.Why students like this job: You get to help the teacher, practicebeing a teacher, and meet new people.

<u>Custodial</u>

Skills Needed: Patience, respect, ability to lift objects. **Job Description**: Ride around with Mr. Bill in the golf cart and assist with custodial duties around campus including emptying trash cans and helping to create a clean campus.

Why students like this job: You get to work outside, ride in the golf cart, and Mr. Bill is a great person to talk to and have fun with.

Copy Room

Skills needed: Math skills, calm, work well with othersJob description: Deliver papers to classroom, hole punch papers, count papers, separate papers, cut out letters, cut papers.Why students like this job: You get to walk around a lot to different classes and see former teachers. When there is free time you get to do your homework or read a book.

<u>Front Desk</u> (Priority goes to 8th grade students with 7th grade office SAW experience)

Skills needed: Personable, outgoing, good handwriting, self-starter, ability to protect the privacy of staff and students.Job Description: Assist the front desk staff with answering phones, greeting parents, sending notes, and giving directions.Why students like this job: You get to help people, meet new people, get job skills in an office setting, and catch up on homework while waiting to assist parents and visitors.

Health Office

Skills needed: Helpful, nice, ready to assist with anything **Job Description:** You help make ice bags for students and assist the nurse as needed.

Why students like this job: You get to help students who aren't feeling well and when your job is done, you get to do homework or read a book.

Office

Skills needed: Calm, people person, outgoing, cheerful, ability to protect the privacy of staff and students.

Job description: Deliver notes and packages, empty trash, alphabetize papers, assist office staff as needed

Why students like this job: You get to help people, meet new people, get job skills in an office setting, catch up on homework when finished with duties.

<u>PE aide</u>

Skills needed: Social skills, positive attitude, role model, respect Job description: Hand out loaners, assist students in locker room, give people water, help injured students, assist coaches as needed. Why students like this job: You get to play PE games, get to know the coaches more, and catch up on homework when finished.

Peer Mentor

Skills Needed: Patience, kindness, ability to work well with others, positive attitude, good social skills, good listening skills. **Job Description:** Assist students with special needs during PE and other classes, work with coaches or teachers in classes where you are a peer mentor, serve as a role model, coach, and friend for students.

Why students like this job: You get to make new friends, assist those who need additional help, develop organizational and leadership skills, and work with teachers who are very nice, and feel good about helping someone with a challenge or to reach a goal.

Peer Tutor

Skills needed: Helpful, patient, positive, organized, good student academically

Job Description: Assist students with assignments, studying for tests, developing better organizational skills, using online tools, and ways to talk to teachers to get assistance.

Why students like this job: Help others understand schoolwork, participate in class rewards, catch up on homework when finished.

SAW room

Skills needed: Patience, good at math, organized, work quickly and efficiently

Job description: Balance inventory sheets, recycle boxes, count money, classroom deliveries, homework time after job completion. Why students like this job: Make birthday balloons, try new snacks, fun environment.

<u>Snack Shack</u>

Skills needed: Works well with others, good at math, good social skills, assertive, ability to work quickly and accurately, outgoing **Job Description**: Stock and sell food, count money, keep accurate records, keep the shack clean

Why students like this job: Try new snacks, free food, 20 minute break between lunches for homework time, opportunity to be outside and socialize after job completion.