Thanks a million for your collaboration!!

We hope you will have a great experience with us!!

CONTACT:

School staff.

auxiliares.conversación@educa.madrid.org

Personal interview at the Consejería de Educación
online appointment by writing to the above email address:

https://comunidadbilingue.educa2.madrid.org/

• Collaborate with one or two schools
• 16 hours/week
• From M to Th, or from Tu to Fri.
MOOC
(Massive Online Open Course)

The MOOC is for all new Language Assistants.

- Aim: to guide the classroom practice.
- Mandatory for a position renewal application.
- Participants must do to elaborate a Final Project.
- Main purpose of the Final Project: to create shared resources for the Language Assistants and teachers working in Madrid’s English-Spanish public schools.
- The MOOC final deadline is on January 25th, 2020.

ABSENCES FROM SCHOOL

- 4 JUSTIFIED absences/school year allowed (inform as soon as possible to the bilingual coordinator);
- Justification validated by Principal;
- Non Justified absences and from the 5th justified, will be deducted from stipend, included week ends and festivities (33,33

TWO APPLICATIONS (MANDATORY):

A. INTERNAL (By the school, in AuxMadrid)

B. EXTERNAL (by the LA, at the National Organism depending on nationality)

Nationality Organism Web site

British BC https://www.britishcouncil.org/

NON-EU Profex http://www.educacionyfp.gob.es/

HEALTH INSURANCE

EU COUNTRIES: TSE
(European Health Card)
Emergencies: 061

NON EU COUNTRIES:
www.cigna.es
Tel no: 91 418 40 40
Emergency: 911 79 14 87

Log in your AuxMadrid space to:

- Change your personal data (Passport)
- Check school information;
- Read notifications from