

Aide Guidelines

What can you expect as you begin your work as a substitute aide?

When accepting assignments through Renhill Group as an aide, you may find yourself in one of five situations or types of classrooms:

1. **Multi-Disabled (MD) Classrooms** – students in this type of classroom may be mild to moderate where your assistance could be needed for academics, life skills, job skills or helping the teacher redirect students as needed.

Students may be moderate to severe in some Multi-Disabled classrooms. In this case you may be asked to assist with some care needs. This could include lifting a student out of a wheelchair, assisting with diaper changing, feeding a student or pushing a student in a wheelchair.
2. **Preschool Classrooms** – preschool classrooms include 3-5 year olds. These classrooms are made of special needs and typically developing peers. You may encounter preschoolers that are Multi-Disabled, Learning Disabled or emotionally disabled. Know that when you work in a preschool classroom, you may be asked to sit on floor during cycle time, lift a student out of a wheelchair, or be able to move quickly after a little one at a moment's notice.
3. **Emotionally Disturbed (ED) Classrooms** – These classes are made up of students that have severe emotional issues. You could work with ages elementary to high school. A calm demeanor works best here. Someone who reacts negatively to name calling, non-compliance or even cursing will not be successful in this type of class.
4. **Inclusion Aides** – Inclusion aides will help mainstream a student(s) who have special needs. This could include students who have a physical disability but are able to work in a typical classroom. It can also include students that need that extra help with staying on task, someone to encourage them to do the work.
5. **Classroom Aides** – A classroom aide is someone who will assist a teacher with classroom management and help maintain the routine for the class. Depending on the classroom, you may work with small groups, take students to specials, or general classroom duties which could include making copies or running errands.

All classes require that you have a great deal of patience and compassion. These students need assistance for a reason. It may not be apparent to you at first but we ask that you never forget that you are there to be helpful, kind and professional. Please also remember that you are there for safety reasons acting as a second set of eyes and ears. Some classes will be more challenging than others, but all will be an enjoyable experience if you ask questions and show a sincere interest.

If you find yourself in a situation that you are not comfortable in, please contact Renhill and we will make the necessary changes to your profile.

