Sighted Aide: General Information

Sighted aides work under the direction of the Disability Support Services (DSS) Program Assistant to provide services for classes and related activities. The sighted aide functions as a support service provider.

**Sighted aides are not working in the role of teacher's aide, private assistant, or tutor.**

You are responsible for homework, lecture content, classroom organization, knowing due dates and deadlines, tests, asking questions, and classroom behavior. It is neither the sighted aide's responsibility, nor his or her job, to remind you of due dates, deadlines, or test dates. If you have a question related to the lecture or course content, you should ask the professor, another student, or the tutoring center.

If you need a sighted aide outside of the regularly scheduled class time (e.g., for a tutoring center appointment or additional required class hours), please call the DSS Office immediately. Sighted aides cannot add time to their schedules without prior DSS approval due to Clark's policies and procedures regarding hourly employees.

If a sighted aide does not show up for a class or scheduled meeting, please call the DSS Office immediately. If you leave class to contact the DSS Office to report that a sighted aide is not there, ask the professor if someone can take notes for you while you are contacting the DSS Office. After DSS has been contacted, you should return to class. The DSS Office will make every attempt to get a sighted aide to the class immediately.