

AUDIOMETRIC TECHNICIAN

Purpose Statement

The job of Audiometric Technician was established for the purpose/s of assisting in the hearing conservation program by administering individual hearing screening assessment to pupil in assigned schools; compiling and maintaining related records and reports according to standards established or prescribed by the school district audiologist.

This job reports to Principal

Essential Functions

- Administers individual hearing screening assessments to pupils in assigned schools for the purpose of identifying students with hearing problems and/or ensuring compliance with established and/or prescribed standards.
- Assists building personnel in organizing the hearing screening program for the purpose of identifying students with hearing problems .
- Compiles comprehensive records for the purpose of complying with administrative requirements.
- Maintains a variety of manual and electronic documents, files and records for the purpose of documenting activities, providing reliable information, and complying with District, state and federal requirements.
- Maintains audiometric screening equipment (e.g. cleaning, calibration, listening checks, etc.) for the purpose of ensuring the availability of equipment in proper working order.
- Monitors students in screening areas for the purpose of maintaining safety and following district policy.
- Processes documents and materials (e.g. screening, audio logical paperwork, etc.) for the purpose of disseminating information to appropriate parties.
- Reports unusual and/or difficult hearing screening situations or problems to the audiologist for the purpose of resolving issues.
- Responds to emergency situations (e.g. injured student, fights, etc.) for the purpose of resolving immediate safety concerns and/or referring to appropriate party for resolution.
- Schedules testing appointments for the purpose of ensuring the availability of facilities to administer tests.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: adhering to safety practices; operating equipment used in specialized health care equipment; operating assistive technology devices and equipment; operating standard office equipment including using pertinent software applications; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and solve practical problems. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: health standards and hazards; safety practices and procedures; and methods and procedures used in hearing testing.

ABILITY is required to schedule activities, meetings, and/or events; gather and/or collate data; and consider a number of factors when using equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined and similar processes; and utilize equipment under a variety of conditions for multiple purposes. Ability is also required to work with a diversity of individuals and/or groups; work with a variety of data; and utilize a variety of job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is moderate. Specific ability-based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; maintaining confidentiality; working as part of a team; and working with constant interruptions.

Responsibility

Responsibilities include: working under direct supervision using standardized procedures; leading, guiding, and/or coordinating others; and operating within a defined budget. Utilization of resources from other work units is often required to perform the job's functions. There is some opportunity to impact the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling; frequent climbing and balancing; frequent stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 35% sitting, 30% walking, and 35% standing. The job is performed under conditions with some exposure to risk of injury and/or illness and in a clean atmosphere.

Experience Job related experience is required.

Education Targeted job related education that meets organization's prerequisite requirements.

Equivalency None Specified

Required Testing

None Specified

Certificates & Licenses

CPR/AED First Aid Certificate within 30 days of hire
Valid Driver's License & Evidence of Insurability

Continuing Educ. / Training

None Specified

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Non Exempt

Approval Date

Salary Grade

Classified 46

I HAVE READ AND UNDERSTAND THE SCOPE OF THE JOB AND HOLD THE MINIMUM REQUIREMENTS:

Employee Name (Please Print): _____

Employee Signature: _____ Date: _____