

Audiometrist

Reports to: Regional Administrator Classification: Classified, 3
Date: 09/23

Job Summary:

Assists with the provision of team audiometric screening and diagnostic services for testing of known hearing losses and to identify students with possible hearing deficits. Evaluates and communicates screening results to parents and school personnel when appropriate.

Qualifications:

1. High school graduate.
2. Six months of experience working with children and/or school personnel.

Essential Functions:

1. Screens students in grades PK-12 and other special referrals by applying the appropriate test procedures in a timely and efficient manner.
2. Documents the screening and testing process which includes rosters, reporting forms, counts and results.
3. Participates in the referral process by utilizing established referral criteria, records evaluations of audiologists and other medical professionals, and follows up accordingly.
4. Communicates screening results to parents, LEA personnel and AEA staff.
5. Establishes screening schedule which is efficient and meets LEA and AEA needs and provides LEAs with applicable screening information and materials.
6. Provides own transportation to school screening sites.

Additional Responsibilities:

1. Develops and maintains proper and adequate records and documentation in accordance with Agency policies and procedures.
2. Participates in projects, committees or activities to support the mission of the program, region, unit and Agency.
3. Participates in staff development and professional growth activities.
4. Ensures delivery of the mobile van to the test site, including general maintenance.
5. Orders and maintains appropriate supplies/equipment for the program.
6. Performs such other duties as may be assigned.

Knowledge, Skills and Abilities:

1. Ability to communicate effectively and maintain effective working relationships.
2. Ability to function effectively as a team member.
3. Ability to work independently with minimal supervision.
4. Ability to apply screening procedures and judge and interpret screening results.
5. Ability to be flexible in meeting the needs of clients.
6. Ability to handle various pressures associated with timely and accurate screening.
7. Ability to convey a positive, professional image to staff and public.
8. Ability to perform several tasks simultaneously, i.e., screen, write, give instructions.
9. Ability to handle confidential information.
10. Ability to read and interpret documents, write reports and correspondence, and apply appropriate mathematical concepts.

Physical Requirements:

1. Ability to travel between schools/sites served.
2. Strength and ability to lift and carry maximum of 30 pounds for frequent transportation of screening materials and equipment.
3. Manual dexterity to write and record results quickly and legibly for extended periods of time.

4. Normal, routine levels of reaching, sitting, standing, and walking.

EOE/M-F-H-V