

# JOB DESCRIPTION

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## Southern Ohio Educational Service Center

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**Title:** Educational Audiologist

**Reports to:** Deaf/Hard of Hearing Team Leader

**Employment Status:** Part-time

**FLSA Status:** Exempt

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### **QUALIFICATIONS:**

1. Ohio State Board of Education-Certification/Licensure in Audiology
2. Master's Degree or Doctorate Degree in Audiology
3. Licensure State Board of Speech Pathology/Audiology
4. Must pass a criminal background check.
5. Current driver's license and reliable transportation.

### **GENERAL DESCRIPTION:**

Provides audiological services, including testing, recommendations, and consultation, to facilitate early identification, amplification, and/or other appropriate intervention for hearing-impaired infants and young children and their families.

### **ESSENTIAL FUNCTIONS:**

1. Provides the following screening and assessment services at schools or at the Hopewell Center's sound-treated test suite as indicated:
  - a. Audiological Evaluations upon referral from school districts.
  - b. Audiological Screening of special programs upon district request
2. Provides hearing aid listening checks and assistance to parents and districts in arranging for repairs/adjustments to equipment, as needed.
3. Provides reports that include educational management recommendations for children who are hard of hearing or deaf.
4. Provides consultation to school district personnel regarding audiological Recommendations.
5. Attends E.T.R. and I.E.P. Placement Meetings when requested.
6. Provides consultation to district personnel regarding hearing assistive technology, auditory training, and other related issues.
7. Provides in-service to school personnel and/or students concerning all aspects of Hard of Hearing or Deafness, upon request.
8. Assesses need for audiological supplies and equipment and makes appropriate requisitions or advises school district personnel regarding purchasing audiological equipment, upon request.

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9. Provides actual noise measurement levels in classrooms with a portable sound level meter upon district request.
10. Provides appropriate reports with follow-up recommendations to referring agencies and parents.
11. Provides consultation to parents, as needed, regarding follow-up medical intervention and/or assessment, medical aspects of hearing loss, appropriate amplification, and resources for family education and support, such as the Help Me Grow Program.
12. Provides ear mold repairs for Deaf/HH children with parent permission.
13. Conducts public awareness activities, such as hearing screening clinics, presentations to parents and community groups, and in-services to agencies serving families of young children.
14. Demonstrates initiative, a high degree of professional commitment, and works independently in meeting the responsibilities of the job and job-related activities.
15. Responds constructively to supervision by assuming responsibilities for improvement.
16. Participates in all Team and Center meetings and activities as required by the position to accomplish Team and Center goals.
17. Maintains communication with other Center personnel, including other Team members, district personnel, families, and students.
18. Works cooperatively with Center staff to complete mutually assigned tasks, as determined by the Team, Team Leader, and/or Director.
19. Manages time to accomplish duties and implements strategies to deal with competing work priorities.
20. Maintains records, collects outcome data, and submits reports that meet the requirements of the job.
21. Provides information as required by position (e.g., computerized caseload lists, EMIS, Medicaid, grant applications, project applications, Medianet data entry, mailing lists, etc.).
22. Keeps abreast of techniques and innovations in the assigned position via attendance at pertinent training, professional reading, and other professional development activities.
23. Assists in identifying and prioritizing annual budget needs.
24. Operates within the assigned budget and utilizes Center requisition procedures to obtain needed supplies and materials.
25. Develops and follows an accurate schedule of services to schools, students, and families, and demonstrates regular work attendance to fulfill job responsibilities.
26. Follows Center procedures for posting accurate weekly schedules, signing in/out of work sites, wearing identification badges, requesting/reporting leaves, and completing mileage reimbursement requests, work calendars/time sheets when

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appropriate.

27. Completes reports and other documents, as needed, which clearly and concisely communicate information, using correct writing conventions.
28. Comprehension of Google Suite applications.

### **OTHER DUTIES AND RESPONSIBILITIES:**

1. Assists school district personnel in meeting state and federal rules and regulations regarding the delivery of educational services to children with disabilities, including the provision of related services.
2. Maintains Center audiological equipment and assists with the compilation of a listing of such equipment, with information regarding warranties, maintenance agreements, and service contracts.
3. Safeguards the confidentiality of privileged information.
4. Relays information about Center programs and services to school personnel, families, and the public accurately and helpfully.
5. Demonstrates a helpful, positive attitude with coworkers, families, students, and district personnel and maintains appropriate, courteous language in all work settings.
6. Presents a personal appearance that is appropriate for professional responsibilities and is within the role expectations of client groups.
7. Maintains a neat working area and assists others in appropriate housekeeping efforts throughout the Center.
8. Follows Center regulations to resolve conflicts with other staff.
9. Problem solves and/or notifies appropriate Center personnel regarding equipment and supply needs.
10. Performs other duties as assigned.
11. Performs all duties in conformity with the adopted Vision and Mission statements.
12. Fully understands and abides by the Ohio Revised Codes regulations for reporting child abuse and/or neglect.

### **KNOWLEDGE, SKILLS, AND ABILITIES:**

**Knowledge of:** Southern Ohio Educational Service Center policies and regulations; participating district policies relating to the delivery of Center services; district superintendent, special education contact persons, and district related services staff; State Department of Education Office for Exceptional Children Model Policies and Procedures; State Department Standards; Federal laws and regulations impacting educational services to children with disabilities; best practices in the education of students who are hard of hearing, public relations.

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**Ability to:** team effectively and co-teach; interpret policies, procedures, and regulations; follow instructions; communicate effectively; maintain files and records; collect data; prepare required reports; demonstrate a positive relationship with staff; promote a favorable image in the best interests of the Center; provide effective leadership in training new staff; accept and request assistance when situations warrant; share information of ongoing Center activities with other staff; maintain courtesy and appropriate language in all communication; dress appropriately within the expectation for the client groups; work effectively with coordinators and other staff in prioritizing work, and lift/move up to fifty (50) pounds..

**Skills in:** selection, purchase, and maintenance of hearing assistive technology, including FM/DM systems, hearing aids, and soundfield systems; pure tone and speech audiometer and tympanometer, computer, and related software.

**EQUIPMENT OPERATED:** computer, audiometer, tympanometer, OAE screener

### **OTHER WORKING CONDITIONS:**

1. Works in or around crowds.
2. Has contact with agency personnel, parents, and children (age birth-22).

### **TERMS OF EMPLOYMENT:**

This is an assigned- day contract at the salary level established by the Regional Advisory Council.

### **PERFORMANCE EVALUATIONS:**

The Educational Audiologist shall be evaluated in accordance with Southern Ohio Educational Service Center Board of Education policies.

This job description in no manner states or implies that these are the only duties and responsibilities to be performed by this employee. This employee will be required to follow the instructions and perform the duties required by the Southern Ohio Educational Service Center.

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**Director**

**Date**

My signature below signifies that I have reviewed the contents of my job description and I am aware of the requirements of my position.

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**Employee**

**Date**