

JOB DESCRIPTION

June 2017

Placer County Office of Education
360 Nevada Street
Auburn, CA 95603

AUDIOLOGY ASSISTANT I & II

General Purpose:

An Audiology Assistant I & II is responsible to the County Superintendent and works under the direct supervision of the designated manager(s). The Audiology Assistant assists audiologists specific to the area of audiology and performs delegated tasks that are prescribed, directed and supervised by a certified and/or licensed audiologist.

Essential Functions and Responsibilities include the following. Other duties may be assigned as required:

- Maintains and manages database and the physical inventory of audiological equipment.
- Tracks equipment by student/site.
- Matches or pairs frequencies/maintains records on frequencies.
- Maintains inventory of batteries and common parts.
- Labels and identifies equipment. Sends serial numbers to Business Office.
- Supports and staff with maintenance of equipment, service warranties and repairs:
- Replaces and/or fixes broken items and parts.
- Performs checks and maintenance of equipment.
- Provides record keeping including maintenance logs, student referrals, and student charts/records.
- Tracks repairs and orders, including serial number changes.
- Keep records/tracks calibration of equipment.
- Processes returns, checks credits and verifies correct billing.
- Maintains student files: audiology reports, Individualized Education Program (IEP), goals, session notes, etc.
- Collects, copies, marks, distributes, and files audiograms.
- Maintains caseload listing.
- Provides technology training to students and staff.
- Provides diagnostic and troubleshooting information related to assistive listening devices to staff and students.
- Trains staff and students on use of assistive listening devices.
- Sets up professional training or staff in-services with vendors.
- Provides on-site technology support.
- Provides equipment set up, delivery and pickup for students and teachers.
- Prepares equipment for audiologist.
- Communicates with audiologist and school districts regarding services and equipment.
- Communicates with hearing aid vendors and sales representatives.
- Assists with Low Incidence paperwork for district and regional Deaf and Hard of Hearing (DHH) students.
- Completes applications, send out for approvals.
- Tracks application process.
- Performs clerical duties, including ordering materials and supplies.
- Answers phone, makes copies and provides support when staff in field.
- Reserves cars for staff.
- Compiles district calendars.

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- Assists with documentation and billing.
- Maintains SharePoint for DHH.
- Processes and tracks work orders.
- Assists and prepares lesson materials.
- Scheduling and calendaring items for staff.
- Maintains supplies for DHH itinerant staff.

Minimum Qualifications:

Employment Eligibility:

- Successful candidate must provide proof of employment eligibility and verification of legal right to work in the United States in compliance with the Immigration Reform and Control Act.

Education:

Audiology Assistant I:

- High School diploma or equivalent is required.
- Associate of Arts degree is preferred.

Audiology Assistant II:

- High School diploma or equivalent is required.
- Associate of Arts degree is preferred.
- One (1) year of work experience equivalent to an Audiology Assistant I and registration as an audiology assistant with the Speech-language Pathology and Audiology & Hearing Aid Dispensers board is required.

Experience:

- One year of employment as an audiology assistant is preferred.

Knowledge, Skills and Abilities:

- Knowledge and a basic understanding of hearing loss and effect of a hearing loss.
- Knowledge of Audiology equipment, materials and procedures.
- Knowledge of audiogram.
- Knowledge of the IEP process.
- Knowledge of computer equipment and software such as word processing, spreadsheets, database, and desktop publishing.
- Knowledge of basic math concepts, simple record keeping and record management.
- Knowledge of filing and record keeping procedures.
- Proper English usage, spelling grammar, and punctuation.
- Strong organizational skills.
- Good interpersonal and communication skills.
- Skills to deal effectively with attitudes and behaviors of students.
- Skills to effectively and tactfully communicate in both oral and written form.
- Skills to interface effectively with supervisor.
- Skills to manage and use time effectively.
- Ability to act as a positive role model for students.
- Ability to maintain confidentiality regarding work with special needs students.
- Ability to establish and maintain effective work relationships.
- Ability to comply with state and federal regulations.
- Ability to work with minimal supervision.

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Required Testing:

- Pass proficiency exam meeting the requirements of No Child Left Behind (requirement waived if individual has an AA degree, has 48 college units or has passed the CBEST).

Certificates & Licenses:

- Must possess a valid California driver's license issued by the State Department of Motor Vehicles.

Clearances:

- Criminal Justice Fingerprint Clearance
- TB Clearance

Work Environment:

- Work is performed in an office or school environment, and involves contact with staff and representatives of other agencies.

Physical Requirements:

- The usual and customary methods of performing the job's functions requires the following physical demands: occasional lifting, carrying, pushing and/or pulling; some climbing and balancing, some stooping, kneeling, crouching; reaching, handling, fingering and/or feeling.
- Manual dexterity to operate a telephone and enter data into a computer.
- Facility to sit at a desk, conference table or in meetings of various configurations for extended periods of time with or without reasonable accommodation.
- Facility to see and read, with or without visual aids, laws and codes, rules, policies and other printed matter, and computer screens and printouts with or without reasonable accommodation.
- Facility to hear and understand speech at normal room levels and to hear and understand speech on the telephone with or without reasonable accommodation.
- Facility to speak in audible tones so that others may understand clearly in normal conversations, in training sessions, and other meetings with or without reasonable accommodation.
- When applicable, facility to determine and differentiate colors with or without reasonable accommodation.
- When applicable, facility to drive an automobile or to arrange a consistent method of transportation.

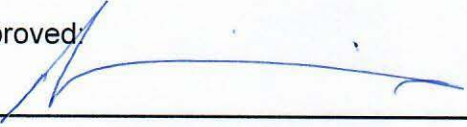
Note: This list of essential functions and physical requirements is not exhaustive and may be supplemented as necessary.

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FLSA Status: Non-exempt

Employee Group: Classified

Salary Grade: Audiology Assistant I: 20.0
Audiology Assistant II: 22.0

Reviewed and Approved:
Supervisor: 

Date: 6-14-17

Human Resources: 

Date: 6/15/17