



Job Title: **Audiometric Technician**

Position Description

To perform this job successfully, an individual must be able to perform the essential job functions consistently and to the satisfaction of the employer. Reasonable accommodations may be made for qualified disabled individuals. This job description is not an exhaustive list, as employees may be required to perform duties not specifically designated within this document, at the employer's discretion. The Escambia County School District reserves the right to modify or interpret this job description as needed.

FLSA Status: Nonexempt
Reports to: Appropriate Supervisor or Designee
Supervises: Appropriate Staff as required
Pay Grade: Educational Support – 13

APPROVED
ESCAMBIA COUNTY SCHOOL BOARD

JUNE 20, 2017

MALCOLM THOMAS, SUPERINTENDENT
VERIFIED BY RECORDING SECRETARY

JOB SUMMARY

The purpose of this position is to administer audiometric screening and threshold tests, generally pure-tone air conduction, to individuals or groups to ensure that potential hearing problems do not interfere with a child's ability to learn.

ESSENTIAL JOB FUNCTIONS

- Schedules and assists in hearing evaluations conducted by an audiologist.
- Tests students' hearing by fitting earphones or tympanometric instruments on student and by providing instruction on procedures to be followed; adjusts audiometer to control sound emitted and records subject's responses.
- Refers individuals who fail the screening to the School District's audiologist for interpretation of test results, the need for a more definitive hearing examination, or referral to a medical doctor.
- Assists the audiologist with complete or definitive hearing evaluations of students.
- Utilizes tympanometric instruments and pure-tone portable audiometer with headphones to screen the hearing of Perks, kindergarten, first grade, absentee, new students, and other students or performs rechecks of students who failed the preliminary hearing screening.
- Records all hearing screening results for the audiology department and forwards copies to the appropriate school clerical personnel or school nurse for inclusion in the student file.
- Maintains various records and reports, e.g., testing logs, maintains inventory of testing materials.
- Sets up testing equipment and determines if in proper working order; cleans and maintains testing equipment.
- Delivers and picks up equipment.
- Interprets graphs produced by testing equipment and takes appropriate action, i.e., issues passing scores or contacts the audiologist to schedule further testing.
- Maintains responsibility for contacting and setting up the hearing screening for each school or center involved in the program.

- Sends pamphlets and parental consent forms to the schools explaining the hearing screening procedures and requesting the parent's permission to conduct the screening on their child.
- Organizes volunteers and provides direction in recording screening results.
- Conducts routine office work for the Audiology Department, i.e., answering the telephone, filing, typing correspondence, maintaining records, etc.
- Conforms to all safety procedures.
- Performs other duties as assigned.

MINIMUM REQUIREMENTS

- High school diploma, GED, or other equivalent.
- An equivalent combination of education, training, and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.
- Must possess and maintain a valid Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Requires the ability to display knowledge of general information relating to children's hygiene and good health practices.
- Requires the ability to display knowledge of general information and accurate knowledge of ears and the hearing process.
- Requires the ability to care for and manage children.
- Requires the ability to display knowledge of specific departmental procedures, individual school procedures, and federal, state, or occupational guidelines affecting the work.
- Requires the ability to display knowledge of general office procedures and practices including filing, indexing, bookkeeping, posting, and records maintenance.
- Requires the ability to display knowledge of basic spelling, grammar, and mathematical applications.
- Requires the ability to display knowledge of general computer operations
- Requires the ability to maintain effective working relationships with those contacted in the course of the work.
- Requires the ability to organize and complete multiple projects in a timely and accurate manner.
- Requires the ability to type and operate a computer for data entry and for word processing and/or accounting purposes.
- Requires the ability to use small office equipment, including copy machines or multi-line telephone systems.

PHYSICAL DEMANDS

While performing the essential functions of this job the employee is expected to stand, walk, and sit, use hands to finger, handle, or feel, reach with hands and arms, stoop, kneel, crouch, or crawl, talk, or hear, and lift and/or move up to 10 pounds. Specific vision abilities required by this job include: close vision, ability to discriminate between colors, peripheral vision, depth vision, and the ability to adjust focus. The work also requires the following physical abilities in order to perform the essential job functions: hearing, mental acuity, speaking, and talking.

WORKING CONDITIONS

Employees in this position work in a relatively safe, secure, and stable work environment.

Date of Board Approval: June 20, 2017, effective July 1, 2017

Date of Revision: