

**School District of Santa Rosa County
Job Description**

Audiology Assistant

Reports to: Principal or Administrator	FLSA Status: Non-Exempt
Department: All Schools	Prepared by: Human Resources
Date: September 27, 2018	Job Code: 45030
	Range: 10

Principal Duties and Responsibilities (Essential Functions):

Essential functions are fundamental job duties. They do not include marginal tasks which are also performed but are incidental to the primary functions. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position, nor does every position allocated to the class necessarily perform every duty listed. Personal characteristics required of all employees such as honesty, industry, sobriety and the ability to get along with others, are presumed qualities and may not be listed specifically.

- Perform a variety of network support duties related to a school's audiology department; assist school staff, students and teachers.
- Provide support for the district and school Deaf & Hard of Hearing program, including assigning, delivery, set up and troubleshooting hearing equipment.
- Maintain yearly DHH student roster
- Maintaining accurate inventory of all DHH equipment and supplies
- Ordering of all DHH equipment as well as coordinating repairs and servicing
- Communicate with guidance counselors in reference to audiology results
- Maintain records of and disseminate copies of audiograms
- Assist Audiologist with student evaluations
- Act as liaison between physicians, schools and families
- Answer phone calls, provide general information and assistance, scheduling and confirm all appointments
- Perform follow up hearing screeners for Head Start and ESE Pre-K students.
- Ordering and maintaining supplies for audiology clinic
- Assist with data collection and reports necessary

Supervision Received:

Director of Exceptional Student Education
Deputy Director of Exceptional Student Education

Supervision Exercised:

N/A

Minimum Qualifications & Skills Required:

- High school diploma or GED; **and**
- Assistant certification or higher in Audiology

Preferred (skills):

Keyboarding; operate data entry equipment, copiers and other office equipment.

Physical Demands (include environmental conditions):

Ability to lift light to moderate weight (up to 60 pounds); communicate using speech, hearing and vision skills. Work inside and outside of classroom with children and teachers. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Terms of Employment:

Approved Compensation Plan
Educational Support Salary Schedule

Conclusion:

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this job. However, this job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, and responsibilities or working conditions associated with the position.