

SCHOOL DISTRICT OF ESCAMBIA COUNTY

JOB DESCRIPTION

AUDIOLOGIST

QUALIFICATIONS:

- (1) Master's degree from an accredited institution.
- (2) Major in Audiology.
- (3) Hold certificate of Clinical Competence in Audiology (or meet equivalent requirements necessary to qualify for such certificate) or have academic course work, clinical practicum and nine months of supervised professional experience completed to qualify for the certificate.
- (4) Hold or be eligible to obtain a Florida Teacher's Certificate and/or state license in Audiology.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of assigned area (hearing and hearing disorders). Ability to express facts and ideas clearly and concisely, both orally and written. Ability to prioritize tasks, responsibilities, schedules and delegate as needed. Knowledge of regular and exceptional education laws (federal, state, and local). Knowledge of educational theories, principles, practices, and techniques related to regular and exceptional students. Ability to use modern office equipment. Knowledge of school finance, budgeting, purchasing, inventory controls and human resources. Knowledge of administration and supervisory skills related to the educational setting.

REPORTS TO:

Director II – Evaluation Services

SUPERVISES:

Assigned personnel

JOB GOAL

To identify children with hearing loss at the earliest age, to make appropriate referrals for medical attention and amplification if needed; to oversee management of personal and classroom amplification systems and to consult with educational personnel regarding the student's hearing loss and educational implications.

PERFORMANCE RESPONSIBILITIES:

Service Delivery

- * (1) Develop and supervise a district-wide hearing screening program and provide training to audiometric technicians or other appropriate personnel.
- * (2) Perform comprehensive audiological evaluations.
- * (3) Make appropriate referrals for further audiological, communication, educational, psychosocial, or medical assessment.
- * (4) Interpret audiological data to school personnel, families, and community agencies.

AUDIOLOGIST (continued)

- * (5) Serve as a member of the educational team in the evaluation, planning, and placement process of hearing impaired students. Make recommendations regarding placement, related service needs, communication needs, and modification of classroom environments for students with hearing impairments and other auditory problems.
- * (6) Provide in-service training on hearing and hearing impairments and their implications to school personnel, children, and parents.
- * (7) Make recommendations about and ensure proper fit of hearing aids, cochlear implants, group and classroom amplification, and assistive listening devices.
- * (8) Analyze classroom noise and acoustics and make recommendations for improving the listening environment.
- * (9) Manage the use and calibration of audiometric equipment.
- * (10) Maintain a detailed inventory of all equipment on loan to individuals and schools.
- * (11) Assist in the evaluation and selection of equipment and/or products used.
- * (12) Supervise and evaluate office personnel.

Inter /Intra-Agency Communications and Delivery

- * (13) Serve as liaison to the Florida Department of Education as assigned.
- * (14) Direct, coordinate and/or provide in-service training to involve district and school personnel, community representatives, and others when appropriate.
- * (15) Serve as a consultant to staff members, District personnel, school, family or outside agencies.
- * (16) Maintain a very close working relationship with the District and school personnel as well as the medical and social services community to ensure students are receiving appropriate services.
- * (17) Respond to inquiries or concerns in a timely manner either written or orally.
- * (18) Keep the Director II – Evaluation Services informed about potential problems or unusual events.
- * (19) Involve the local media regarding special events.
- * (20) Develop and maintain good public relations with community agencies and other professionals.

Professional Growth and Improvement

- * (21) Keep well informed about current trends and best practices in content area.
- * (22) Keep abreast of federal and state laws, rules and policies relevant to assigned area.
- * (23) Maintain expertise in assigned area.
- * (24) Set high standards and expectations for self and those under direct supervision.
- * (25) Attend local, state, national conferences in content area.
- * (26) Meet with Director II – Evaluation Services to discuss yearly objectives and goals.
- * (27) Subscribe to journals, magazines, and belong to several local, state, and national organizations related to content area.

Systemic Functions

- * (28) Prepare and submit required reports and maintain appropriate records.
- * (29) Assist in developing and implementing the clinic's budget.
- * (30) Serve on District, state or community councils or committees as appropriate or assigned.
- * (31) Support the goals and priorities of the District.
- * (32) Represent the District in a positive and professional manner.
- * (33) Perform other incidental tasks consistent with the goals and objectives of this position.
- * (34) Oversee the clinic's master schedule and make modifications as needed.
- * (35) Review outgoing reports from office staff and make corrections if needed.
- * (36) Ensure that all of the testing equipment is calibrated yearly and supplies are ordered.

Leadership and Strategic Orientation

- * (37) Establish or assist in establishing goals and objectives for programs or projects.
- * (38) Utilize appropriate strategies and problem solving tools to make decisions concerning planning, utilization of funds, delivering services and evaluation of services provided.
- * (39) Serve as member of the Child Find Evaluation Team.
- * (40) Use appropriate styles to motivate, gain commitment and encourage positive change or task accomplishment.
- * (41) Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate action.
- * (42) Become actively involved in service organizations related to content area.
- * (43) Ascertain outside funds for equipment when needed.

AUDIOLOGIST (continued)

PHYSICAL REQUIREMENTS:

The physical demands are mostly office type work involving sitting, walking, bending, lifting, or reaching and the use of computer keyboards and audiometric testing equipment. The demands could include pushing an occupied wheelchair as well as carrying, pushing, pulling, or lifting equipment greater than 20 lbs. The employee must be able to speak clearly and hear the student's spoken responses. On occasion the employee may need to restrain an uncooperative student. The employee also drives to various schools, administrative offices and community agencies.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with the district's policy on evaluation of Professional Personnel.

*Essential Performance Responsibilities.

PROFESSIONAL SALARY SCHEDULE – PAYGRADE 5

Date of Board Approval: March 19, 2002

Date of Revision: May 17, 2005

