

SAN DIEGO CITY SCHOOLS

POSITION DESCRIPTION

TITLE:	Audiometrist	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	Student Support Services	CLASSIFICATION:	Classified
FLSA:	Non-Exempt	SALARY GRADE:	038 PARA
REVISED:	November 27, 2001		

BASIC FUNCTION:

Administer audiometric and tympanometric screening tests designed to identify pupils with a possible hearing defect or middle ear pathology.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

E = Essential Functions

Travel from school to school to administer pure tone (air-conduction) audiometric and tympanometric hearing tests individually to pupils in selected grade levels. **E**

Plan screening schedule with school personnel to accomplish testing in a manner least disruptive to classroom activities. **E**

Instruct pupils in procedures to be followed. **E**

Fit earphones and impedance meter equipment to pupils. **E**

Adjust audiometer to control sound emitted. **E**

Record results of screening tests on pupil's health records. **E**

Maintain records of pupils failing screening tests and make referrals for further testing. **E**

Prepare written reports and summaries of daily activities. **E**

Lift and transport audiometric equipment and materials; store such equipment and materials. **E**

Explain test procedures and results to pupils and parents, as required. **E**

Support and participate in the district integration program as appropriate. **E**

Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

Any combination of training, experience, and/or education equivalent to training resulting in possession of a certificate of proficiency in Public School Audiometry.

LICENSES AND OTHER REQUIREMENTS:

Possession of a valid California driver's license and availability of private transportation (mileage expense allowance provided).

Possession of a certificate of proficiency in Public School Audiometry.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Technical aspects of field of specialty.

Reading and writing English communication skills.

ABILITY TO:

Operate an audiometer and tympanometer and to conduct accurate hearing tests and tympanograms.

Determine irregular equipment functions and recommend repair when necessary.

Plan schedules and adapt to changes.

Evaluate environmental conditions of testing rooms.

Evaluate screening tests to determine if additional testing should be conducted.

Explain testing procedures to pupils, parents, and school staff.

Maintain records and prepare reports.

Establish and maintain effective working relationships with school staff.

Lift equipment weighing up to 30 pounds and to move over uneven surfaces.

Operate standard office equipment including microcomputers and related software applications.

Communicate effectively orally and in writing.

Establish and maintain effective working relationships with others.

Plan and organize work.

Meet schedules and time lines.

Maintain records.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor office settings; driving a vehicle to conduct work.

PHYSICAL REQUIREMENTS:

Hearing and speaking to exchange information; seeing to perform assigned duties; sitting or standing for extended periods of time; dexterity of hands and fingers to operate hearing test equipment, computer keyboard and other equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lift equipment weighing up to 30 pounds and to move over uneven surfaces.

Revised 3.19.04—PeopleSoft

Job Code 6430

PF