

AUDIOLOGICAL TECHNICIAN

Definition: Under general supervision of an Audiologist, provides specialized assistance with deaf/hard of hearing (DHH) equipment; performs routine repairs of and trouble shoots amplification equipment; operates specialized equipment for DHH students.

Typical Tasks: **Essential Functions:**
Operates specialized equipment for DHH students such as specially adapted computers and augmentative communication devices;
checks hearing aid batteries, tubing and cases;
checks hearing aid batteries, tubing and cases;
checks and replaces FM components as needed;
assists students in locating and using educational materials and equipment such as computers;
maintains amplification inventory;
follows up on orders, trouble shoots, repairs, cleans FM and hearing aids;
inservices teachers and student on equipment;
assists itinerant and classroom teachers with the implementation of Individualized Education Plans (IEP);
contacts schools to request copies of current IEP's for students on audiologist caseload;
performs a variety of routine clerical duties such as typing, filing, recordkeeping, sorting, duplicating and logging and mailing information related to the DHH program;

Non-Essential Functions:
performs related duties as assigned.

Minimum Qualifications: Knowledge of: English pronunciation and grammar; basic office methods and procedures; equipment including specialized computers, augmentative communication devices and hearing aids; universal health precautions.
Ability to: communicate effectively orally and in writing; operate specially adapted computers, augmentative communication devices and other specialized equipment used by DHH students; teach the use of specialized DHH equipment to students, teachers and staff; work effectively with those contacted in the course of business; accept, understand and relate to hearing impaired students; perform routine clerical duties such as recordkeeping, filing and mailing; quickly learn to operate software associated with the instructional program.

Working Conditions and Physical Abilities: Office/school setting. Travel to various school sites in East County is required. Incumbents must have reliable transportation to and from school and meeting sites.

Must be able to hear and speak to exchange information; see to perform assigned duties; sit and/or stand for extended periods of time; possess dexterity of hands and fingers to operate a computer and other office equipment; kneel, bend at the waist, and reach overhead, above the shoulders and horizontally to retrieve and store files and supplies; lift light objects.

Experience and Education:

A combination of education, training and experience which would clearly demonstrate possession of the knowledge and abilities detailed above. An example of a typical qualifying background would include work experience in a school or other educational environment. Experience working with Deaf and Hard of Hearing individuals is required. Knowledge of sign language is highly desirable.

Certificates:

A valid Audiometrist Certificate is required at the time of application.

Licenses:

Possession of a valid California driver license and proof of automobile insurance must be provided at the time of selection.

Other Requirements:

In order to meet the requirements of AB346(s), persons in this classification are required to obtain both a California Department of Justice and an FBI clearance prior to starting employment.

Established: 02/04
Revised: 10/10

Approved by the Personnel Commission: October 20, 2010
