

TITLE: **AUDIOMETRIST**

QUALIFICATIONS:

1. Certification authorizing service as school audiometrist
2. Ability to follow oral and written directions
3. Skill and accuracy in oral and written expression
4. Ability to work effectively with staff, students and community and to respect confidential matters
5. Knowledge of basic recordkeeping procedures

REPORTS TO: Coordinator - Health Services

JOB GOAL: To assist in providing an effective student health program by performing variety of duties related to audiometry and other health services

PERFORMANCE RESPONSIBILITIES:

1. Operates audiometer to test hearing of students
2. Schedules or makes referrals for secondary appointments; contacts parents as necessary
3. Keeps accurate testing records and prepares required reports
4. Provides information related to hearing tests, referrals, aids, etc. to students, parents and others; assists in obtaining services as appropriate
5. Performs a variety of routine clerical duties; prepares correspondence, forms, notices and referrals; maintains files and duplicates materials as needed
6. Assists with preparation and arrangements for other health testing programs performed by school nurses; assists with recordkeeping and referrals as required
7. Performs other related duties as assigned

TERMS OF EMPLOYMENT: Salary and work year to be according to current schedule; classified salary schedule, class 29

EVALUATION: Performance of this job will be evaluated in accordance with the District's "Improvement of Professional Services" handbook, Board Policies and Procedures and consistent with collective bargaining agreements when applicable