



POSITION DESCRIPTION

JOB TITLE: Audiologist Job Class: 1860		
DATE 12/05 Updated 03/2010	DEPARTMENT OR SCHOOL	DIVISION Special Services
BARGAINING UNIT: ASC		FLSA STATUS: <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non exempt
Pay Schedule:	Pay Range:	Management Approval:
<p>POSITION SUMMARY and PURPOSE: (Describe the general nature and level of work performed by this position.) Manages the audiologic and educational needs of school aged children with or without various stages of hearing impairment. Assists diagnostic program staff by providing oversight, monitoring and training for identification and placement of children identified as having hearing impairments. Ensures appropriate service delivery to students, structures and implements in-services for identified personnel and provides guidance and support to school staff, parents and children.</p>		

Major Duties & Responsibilities: Indicate the approximate percentage of time devoted to each major task or group of related tasks. Summarize position in no more than 15 tasks, each of which requires at least 5% of incumbent's time.

NOTE: An essential function must meet the following criteria:

- 1) The reason the position exists is to perform that function,
- 2) No other employee is available to perform that function,
- 3) The function is highly specialized, and
- 4) Removing the function would fundamentally alter the job.

1. Conducts audio logical evaluations for identification of hearing impairments. Defines educational and medical follow-up for any district student upon referral from staff, parents or outside health providers.
2. Serves as a liaison between administrators, staff, parents, medical community and outside organizations regarding audiology issues and amplification concerns. Provides information to and consults with parents and school staff regarding insurance and disability issues related to hearing impairments. Informs parents of due process rights and special education requirements.
3. Selects, supplies, maintains and provides training on district owned assistive listening systems and devices. Coordinates with individuals bringing their own equipment to school to ensure proper maintenance and use. Evaluates performance, electro-acoustic characteristics and overall acceptance of student owned amplification devices. Maintains all district owned audiometric equipment.
4. Understands and provides guidance to schools on the requirements of Individuals with Disabilities Education Act (IDEA), 504, Americans with Disabilities Act (ADA) and other state and federal rules and regulations related to students with hearing impairments.
5. Supports and assists teachers in the development, maintenance and support of appropriate Individual Educational Plans (IEPs) to address the individual needs of students in the curriculum and classroom environment.

6. Assesses, evaluates and recommends amplification needs for students with an educationally significant hearing impairment.
7. Provides supervision and on-going training of speech pathologists and paraprofessional staff for the district-wide annual hearing screening program, as well as monitoring, support and supervision for on-going Head Start and Early Childhood (ECAT) hearing screening programs.
8. Conducts studies and research projects in the area of educational audiology and effects on academic success of children, including evaluation of classrooms for possible sound amplification. Provides in-service opportunities as necessary and required.
9. Facilitates the continuity of a hearing loss monitoring program for students not enrolled in a hearing impaired program. Exchanges information with other schools, social services and community agencies, ensuring confidentiality of data.
10. Develops written protocols and procedures. Assists building administration and district representatives to ensure compliance in appropriate documentation.
11. Assists in planning or presenting in-service opportunities in areas critical to hearing impairment and educational audiology. Arranges and conducts meetings with teachers to address needs and concerns related to the delivery of services to a school.
12. Actively supports the MPS Strategic Plan.
13. Performs other duties as assigned.

SUPERVISION RECEIVED: (Indicate the extent to which work assignments and methods are outlined, reviewed, and approved by others.)

General supervision on an as needed basis.

SUPERVISION EXERCISED: (List the number and titles of personnel directly supervised. Specify the kind and extent of supervision exercised by indicating one or more of the following: (a) assign duties; (b) outline methods; (c) direct work in process; (d) review completed work; (e) sign or approve work; (f) make hiring recommendations; (g) prepare performance appraisal; (h) take or recommend disciplinary action.

Responsible for supervising a Para-professional dedicated to audiology and a department secretary.

JOB REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and ability required. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Education Requirements (Include certificates, licenses, and/or registrations required.)

A Master's degree in Audiology with a Wisconsin state Audiology license, State of Wisconsin School Audiologist DPI license and a Certificate of Clinical Competence in Audiology from the American Speech-Language Hearing Association. Must maintain licensure with appropriate education credits. An Au.D. degree is preferred.

Experience Requirements

Two years of experience working with hearing-impaired children and three years of experience in clinical audiologic assessment of hearing-impaired children.

Knowledge, Skills, and Abilities

Strong oral and written communication and diagnostic skills are required. Must be able to properly apply diagnostic information gathered from internal testing or external information to ensure the children's needs are adequately addressed. Trouble-shooting skills are necessary. The ability to diagnose hearing

impairments and implement appropriate counseling, follow-up and referrals. Maintenance of district owned and individual audiologic equipment is required. Must maintain current knowledge of state-of-the-art hearing aids and assistive listening technologies and their integration into clinical practice for children is required. Knowledge of the legal mandates of IDEA, Section 504 of the ADA and other applicable federal, state and local laws and MPS policies and procedures is required. Must be able to provide technical advice, guidance and support to professional staff with questions regarding audiologic needs of children.

WORKING ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

The position requires travel around the city of Milwaukee and the incumbent must maintain a valid driver's license and have access to a fully-insured car for use on the job.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job with or without reasonable accommodation.

Light physical effort. Frequent changes in location.

THIS DESCRIPTION DOCUMENTS THE GENERAL NATURE AND LEVEL OF RESPONSIBILITY ASSOCIATED WITH THIS POSITION. IT IS NOT INTENDED TO BE A COMPREHENSIVE LIST OF ALL ACTIVITIES, DUTIES AND RESPONSIBILITIES REQUIRED OF INCUMBENTS. IT IS NOT INTENDED TO LIMIT OR MODIFY THE RIGHT OF ANY SUPERVISOR TO ASSIGN, DIRECT, AND MONITOR THE WORK OF EMPLOYEES UNDER SUPERVISION.