

**JOB DESCRIPTION**  
**San Diego County Office of Education**

**AUDIOLOGIST**

**Purpose Statement:**

Under the general direction of the SELPA Director or Designee, serves as an educational audiologist to school districts by: completing hearing evaluations and related reports; performing Central Auditory Processing Disorder (CAPD) assessments and related accommodations for instruction; assisting students with hearing impairments with amplification and auditory skills; consulting with staff regarding auditory skills, issues, and instructional accommodations and methods. The Audiologist will serve infant children through young adults; from birth to age 22.

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**Diversity Statement**

Because each person is born with inherent worth and dignity, and because equitable access and opportunity are essential to a just, educated society, SDCOE employee commitments include being respectful of differences and diverse perspectives, and being accountable for one's actions and the resulting impact.

**Representative Duties:**

This position description is intended to describe the general nature and level of work being performed by the employee assigned to the position. This description is not an exhaustive list of all duties, responsibilities, knowledge, skills, abilities, and working conditions associated with the position. Incumbents may be required to perform any combination of these duties.

**Essential Functions:**

- Performs comprehensive audiological evaluations as requested for districts within the SELPA; administers auditory comprehension tests and prepares appropriate evaluation reports, including attendance at and input to IFSP/IEP teams
- Participates as part of a multidisciplinary IFSP/IEP team for assessment and program development and write professional reports for IFSP/IEP team consideration of student needs
- Attends IFSP/IEP team meetings as a representative and consultant for hearing and auditory processing issues
- Assumes case management responsibilities for students with audiological services listed in the IFSP/IEP
- Conducts Central Auditory Processing Disorder (CAPD) assessments for individual students upon referral by districts within the SELPA and complete reports within regulated timelines
- Consults with SELPA districts and their IFSP/IEP teams, reviews independent audiological evaluations for hearing and auditory processing and assisting teams with appropriate accommodations and interventions to meet the needs of individual students
- Consults with professional staff within the assigned SELPA and its member districts or with private agencies who are involved with students with hearing impairments concerning the proper use of amplification
- Assists staff with strategies to develop listening skills and structuring an optimal environment for

listening and learning. Analyzes classroom noise and acoustics; present recommendations for improving the listening environment and the use of personal, group, and classroom amplification and assistive listening devices

- Instructs parents, children and school personnel regarding hearing impairment and prevention; interprets assessment results for other school personnel as requested
- Monitors equipment for auditory amplification, including FM systems and hearing aids and provide training and support to parents and staff members ensuring that the equipment is used and cared for properly. Provides assistance in equipment repairs
- Provides specifications for individual and classroom amplification devices; assure proper fit through programming and verification of hearing aids and function of hearing aids and other listening devices
- Operates a variety of specialized equipment such as an audiometer, hearing aid analyzer, impedance bridge, otoacoustic emissions software, tympanometer, otoscope, hearing aid monitoring equipment, and computer
- Refers students as required for additional testing and evaluations, such as audiological, communication, educational, psycho-social or medical assessments
- Provides in-service training on hearing, hearing impairments, hearing aids and FM systems, central auditory processing disorders, and implications for school personnel, children and parents
- Provides information and instruction in the areas of speech-reading, listening, and communication, instructional strategies, the use and care of amplification, and the self management of hearing needs
- Prepares and maintains a variety of records and reports regarding student audiological evaluations, dates and results of hearing aid inspections, results and recommendations of auditory accommodations as a result of auditory comprehension tests, submit records and reports to appropriate County, State, or District office as needed
- Establishes and maintains effective relationships with administrators, parents, students, teachers, and a variety of public and private agencies

### **Other Functions:**

- Perform other related duties as assigned.

### **Job Requirements: Minimum Qualifications:**

#### **Knowledge and Abilities**

##### **KNOWLEDGE OF:**

Principles, theories, practices, methods and techniques used in treating hearing-impairments;  
Applicable laws, rules, regulations, and policies;  
Equipment used in the course of providing services.

##### **ABILITY TO:**

Promote a human-centered culture that elevates the strengths of others creating a sense of belongingness;  
Practice cultural competency while working collaboratively with diverse groups and individuals;  
Assess, develop, and implement goals for aural rehabilitation for students with mild to profound hearing losses;  
Set, fit, and troubleshoot a variety of types of classroom amplification;

Organize and manage assigned caseload;  
Establish and maintain effective relationships with those contacted in the course of work;  
Maintain records and prepare reports;  
Communicate effectively both orally and in writing;  
Create a positive listening environment;  
Accept, understand and relate to students who have hearing impairments;  
Monitor and evaluate student progress;  
Train and provide work direction to others;  
Maintain current knowledge of program rules, regulations, requirements and restrictions;  
Analyze situations accurately and adopt an effective course of action;  
Work independently with little direction;  
Meet schedules and timelines.

**Working Environment:**

**ENVIRONMENT:**

Duties are typically performed in a classroom or office setting. This position may travel to various worksites throughout an assigned area. May be designated in an alternate work setting using computer-based equipment to perform duties.

**PHYSICAL ABILITIES:**

Must be able to hear and speak to exchange information; see to perform assigned duties; sit or stand for extended periods of time; possess dexterity of hands and fingers to operate computer and other office equipment; kneel, bend at the waist, and reach overhead, above the shoulders and horizontally, to retrieve and store files; lift light objects. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

**Education and Experience:**

Experience: Experience working as a member of a multidisciplinary team doing assessments, interpreting audiological evaluations, writing intervention plans, and providing family/staff consultation; and

Education: Master's degree in Audiology or closely related subject; or

Equivalency: A combination of education and experience equivalent to a master's degree in Audiology or closely related subject and experience working as a member of a multidisciplinary team doing assessments, interpreting audiological evaluations, writing intervention plans, and providing family/staff consultation.

**Required Testing**

N/A

**Certificates, Licenses, Credentials**

Valid California Clinical or Rehabilitative Services Credential with an authorization in Audiology; or equivalent document.

Valid California Driver's License

Continuing Educ./Training

N/A

Clearances

Criminal Justice Fingerprint/Background Clearance

Physical Exam including drug screen

Tuberculosis Clearance

FLSA Status: Exempt

Salary Grade SELPA Teacher Compensation Plan, Salary Plan 064

Approval Date: 02/2009

Approved by:  \_\_\_\_\_

Dr. Yolanda Rogers, assistant superintendent

Human Resources Services

Revised: 06/18, 06/20, 04/24