Job Description

Marin County Office of Education

Deaf & Hard of Hearing Service Technician

Diversity, Equity, Inclusion, and Belonging (DEIB) Vision Statement:
At Marin County Office of Education, we commit to being inclusive, anti-racist, and culturally proficient.

Purpose Statement

The job of Deaf & Hard of Hearing Service Technician is done for the purpose/s of maintaining and troubleshooting deaf and hard of hearing (DHH) devices/equipment inventory and documentation; gathering and submitting documentation for deaf and hard of hearing student equipment for Marin County Office of Education (MCOE) and districts within Marin County; coordinating with teachers and teachers of the deaf and hard of hearing students; delivering or retrieving deaf and hard of hearing equipment to/from students; gathering and processing appropriate student information; performing regular hearing equipment maintenance and/or submitting equipment for repairs; supporting the DHH teacher; and, training new Paraeducators/teachers and students.

This Job reports to Assigned Supervisor

Essential Functions

- Collects school schedules from sites for the purpose of scheduling online sessions.
- Coordinates with teachers and teachers of the deaf and hard of hearing students for the purpose of setting up/picking up student assistive equipment.
- Delivers or retrieves deaf and hard of hearing equipment to/from students for the purpose of ensuring availability, maintenance of equipment, and maintaining documentation of inventory.
- Drives to and from school sites on a regular basis for the purpose of student services and equipment needs.
- Gathers appropriate information for students newly identified as a deaf and hard of hearing student for the purpose of supporting the referral process, linking the program administrator and/or teacher with students' information, and processing required paperwork.
- Gathers and submits documentation for deaf and hard of hearing student equipment for MCOE and districts within Marin County as instructed for the purpose of ensuring availability of equipment for students and teachers and maintaining an inventory of related supplies and equipment.
- Maintains and troubleshoots deaf and hard of hearing devices/equipment inventory, and documentation for the purpose of ensuring the availability and functionality of required items and documenting accounts and annual utilization.
- Participates in unit meetings, in-service training, workshops, etc. for the purpose of conveying and/or gathering information required to perform job functions.
- Performs regular hearing equipment maintenance and/or submitting equipment for repairs for the purpose of providing clean and operable equipment for hearing impaired students.
- Supports the DHH teacher (e.g. prepares items for lessons, makes copies, takes attendance, etc.) for the purpose of ensuring the orderly operations of the classroom.

- Supports obtaining and maintaining Hearing Aid Technology equipment (e.g. quotes, warranties, repairs, etc.) for the purpose of ensuring the availability of equipment for students and teachers.

- Supports the organization of inventory of Hearing Aid Technology (HAT) for MCOE and districts for the purpose of ensuring the availability of equipment for students and teachers.

- Trains new Paraeducators/Teachers and students for the purpose of ensuring proper utilization and care of Deaf and Hard of Hearing equipment, promoting student independence, and conveying information relevant to related regulations and practices.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

- Works under the direction of a teacher, with outside agencies for the purpose of obtainining updated student medical information.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform single, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating and maintaining equipment used for deaf and hard of hearing students; operating standard office equipment; performing standard clerical procedures; utilizing pertinent software; and, displaying empathy and patience.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; understand written procedures, write routine documents, and speak clearly; and understand multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: office methods and practices; concepts of grammar and punctuation; age appropriate activities/behaviors; and deaf and hard of hearing instruments and techniques.

ABILITY is required to schedule activities, meetings, and/or events; gather, collate, and/or classify data; and consider a variety of factors when using equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined but different processes; and operate equipment using a variety of standardized methods. Ability is also required to work with others; work with similar types of data; and utilize a variety of job-related equipment. Specific ability based competencies required to satisfactorily perform the functions of the job include: being attentive to detail; meeting deadlines and schedules; establishing and maintaining effective working relationships; adapting to changing work priorities; and, maintaining confidentiality.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; providing information and/or advising others; operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is a continual opportunity to have some impact on the organization’s services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 25% sitting, 50% walking, 25% standing. The job is performed in a generally hazard free environment.

Experience: Job related experience is desired.

Education: Community college and/or vocational school degree with study in job-related area.

Equivalency: Posess a high school diploma or equivalent and pass a local County-approved assessment of knowledge and skills in assisting in instruction. Or posess a minimum of 48 college units.

Required Testing

None Specified

Certificates and Licenses

Valid Driver's License & Evidence of Insurability

Continuing Educ. / Training

Mandated Reporter Training Certificate

Clearances

Measles Vaccination
Pre-Employment Fingerprinting
Tuberculosis Clearance

FLSA Status

Non Exempt

Approval Date

Salary Grade

Revised Date