

## **JOB DESCRIPTION      AUDIOLOGY ASSISTANT**

**Purpose:** The Audiology Assistant must demonstrate competencies after full and complete training in performing delegated duties and responsibilities under the direct supervision of the audiologists. The Audiology Assistant serves as a contact person for all educational sites regarding day to day amplification/ALD/audiologist requirements, needs and equipment maintenance. The Audiology Assistant will assist the audiologist in as well as clerical duties and other administrative support functions.

**Reports To:** Deaf and Hard of Hearing Program Coordinator

### **Essential Job Functions:**

1. Maintain and manage the ALD database and the physical inventory for self-contained sites, Central office and school districts as requested.
2. Provides diagnostic and troubleshooting information (reference materials, teacher guides, etc) related to ALD's hearing instruments and cochlear implants to school districts, itinerant teachers and self-contained site staff.
3. Provide training to general education and special education staff regarding appropriate use and maintenance of ALDs.
4. Provide training to students and classmates about their technology.
5. Maintain loaner equipment to facilitate audiologic testing
6. Provide on-site service visits for equipment maintenance and repairs.
7. Support and assist school districts, audiologists, and itinerant teachers with maintenance of service warranties and the repair of malfunctioning equipment.
8. Assist school district and audiologist in obtaining efficacy information during ADL trails.
9. Communicate with audiologist and school districts regarding service visits, current technology ,and trade –in options and availability of spare equipment.
10. Communicate with manufacturers to remain current on new technology options to assist audiologist in decision-making regarding ALD purchases.
11. Communicate with school districts regarding ALD trail periods to ensure deadlines are met.
12. Assist the audiologist in testing young and difficult to test children.
13. Make earmold impressions and fit the finished product.
14. Perform non-medical otoscopy and tympanometry for children in the self-contained sites.
15. Perform daily and weekly equipment checks and calibration.
16. Maintain inventory and clean audiologic supplies.

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

1. State of Illinois Hearing Instrument Dispenser license preferred.
2. Knowledge and application of problem solving techniques.

3. Ability to logically process information, monitor and resolve problems.
4. Excellent organizational skills.
5. Strong collegial and interpersonal skills.
6. Good interpersonal and communication skills with school aged children including sign language skills.
7. Ability to physically move about the building.
8. Ability to participate in NSSEO approved behavior management procedures, Crisis Prevention Institute Training (CPI) and to apply training in crisis situations including students restraints as needed.

**General Responsibilities:**

1. Act as a positive role model for students.
2. Maintain confidentiality regarding work with special needs students.
3. Support NSSEO policy, NSSEO and governing board goals and objectives, and The School Code of Illinois.

**Salary Placement** – NSSEO Technology Placement Schedule Lane 1

**FLSA Status** – Non-exempt