

COOPERATIVE EDUCATIONAL SERVICES

Personnel Department

Job Description

Title: Audiologist

Qualifications: Candidates have a Master's degree in audiology and be licensed by the State Department of Health. They must also have training in Educational Audiology and previous experience working with special needs populations.

Reports to: Administrator of assigned program or his/ her designee

General Purpose: Under the guidance and supervision of the program administrator of the assigned program or designee, the audiologist performs all tasks required by the program/assignment.

Essential Job Responsibilities:

1. Develops and implements evaluation/ consultation plans based on a review of referral data.
2. Conducts and documents screenings and ongoing assessments of assigned students.
3. Develops and implements a schedule of audiological maintenance services.
4. Conducts regularly scheduled observations of student activities.
5. Performs record keeping related to the scheduling and delivery of services, including accurate case management records, schedules, reports of formal assessments/ evaluations, and equipment maintenance logs.
6. Provides assessment information and feedback regularly to program staff, LEA personnel, parents and other outside agencies both verbally and in writing.
7. Provides individual consultation, resource support, written information and/or inservice training to assist staff in meeting student's hearing needs.
8. Attends and participates in agency /staff meetings and all announced inservice/ workshop activities as requested by the administrator or his/ her designee.
9. Inspects all equipment used in screening and evaluation, arranges for repair services/ requests replacement and assists with ordering equipment and supplies necessary to meet the hearing needs of individual students.
10. Maintains the confidentiality of student performance and records as prescribed by law.
11. Cooperates with all C.E.S. personnel and consultants who provide input or services for students.
12. Possesses a working knowledge of and follows both C.E.S. and program specific policies and procedures applicable to the assignment and areas of responsibility.
13. Complies with all federal, state and agency regulations on conduct and ethical behavior.
14. Performs other functions/ responsibilities related to the unique needs of the job or program as assigned.

Specialized Functions:

These statements are intended to describe the general nature and level of work being performed. Specific duties and responsibilities may vary, depending on the assignment. C.E.S. reserves the right to add/ change duties at any time.