

LOS ANGELES UNIFIED SCHOOL DISTRICT
Human Resources Division

Class Description
COORDINATING SCHOOL AUDIOMETRIST

Job Purpose

Serves as a staff member within District Nursing Services, Student Health and Human Services Division. Coordinates the activities of school audiometrists and assigned classified personnel.

Responsible to

Director, District Nursing Services

Subordinates

School audiometrists
Classified personnel as assigned

Functions

Essential Functions

1. Coordinates the activities of school audiometrists through the scheduling of assignments, including those of substitutes in the absence of regular school audiometrists.
2. Provides in-service education for personnel relating to the District's procedures for audiometric testing, recording, and reporting; observes performance during initial assignments of employees and assists in difficult cases.
3. Coordinates the planning and administration of hearing surveys for individual schools.
4. Maintains records of audiometric tests; prepares required reports and special reports as requested.
5. Interprets audiograms from private and/or clinical otologists for District personnel.
6. Monitors the accuracy and adequacy of equipment to prevent breaks in testing service; maintains an awareness of new developments and techniques in the field of audiometer testing.
7. Coordinates consultative services for parents through arrangement with school and health center personnel and otologists.
8. Coordinates the planning and purchase of audiometric equipment and office supplies as needed.
9. Maintains a working relationship with special programs and other offices in order to accommodate special requests.
10. Coordinates the recruitment and selection of staff.
11. Provides recommendations for development of Welligent service documentation related to Audiometry.
12. Provides technical input in the performance evaluation of subordinate personnel.
13. Prepares reports necessary for the Local Education Agencies' Medi-Cal Reimbursement Program.

Other Functions

1. During periods of critical personnel shortage or other emergency situations, shall temporarily perform any duties, as directed, within the authorization of any credentials held by the incumbent that are registered with the Office of the Los Angeles County Superintendent of Schools and that are part of the class description requirements in effect at the time such duties are performed.
2. Performs other duties as assigned in accordance with the District/UTLA agreement.

Qualifications

Education

An earned bachelor's degree from a regionally-accredited college or university.

Experience

At least five school years of successful full-time service as a school audiometrist in the Los Angeles Unified School District.

NOTE: For definitions of years of service, refer to Policy Guide E23.

Certificate

A valid School Audiometrist certificate as issued by the California Department of Health Care Services (DHCS).

Knowledge, Skills, Abilities, and Personal Characteristics

1. Ability to use a variety of modern methods, techniques, devices, and practices in testing hearing and interpreting results.
2. Facility in oral and written communication.
3. Ability to properly use and to care for the materials, supplies, and equipment employed in performing service as an audiometrist.
4. Understanding of the physical, intellectual, social, and emotional growth patterns of students.
5. Appropriate appearance and cleanliness.
6. Appropriate manner including poise, tact, good judgment, and commitment to health care of students and District personnel.
7. Capacity to work effectively with students, parents, District personnel, and community representatives.

Health

Physical and mental fitness to engage in service as certified by a licensed physician and surgeon or medical officer pursuant to Education Code Section 44839 and evidence of freedom from active tuberculosis pursuant to Education Code Section 49406.

Special Requirements

A valid California Driver License and the use of an automobile.

NOTE: This is a Special Services Salary (D) Table classification.

This class description is not a complete statement of essential functions and responsibilities. The District retains the discretion to add or change typical duties of a position at any time.

JLH