



# TULSA PUBLIC SCHOOLS

Equal Opportunity Employer

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## Job Description

### Job Title: Audiologist

**Reports to:** Assistant Superintendent of Special Education and Student Services  
**Department:** Special Education and Student Services  
**Number of Days:** 200 Days  
**Compensation:** BL 6  
**Overtime Status:** Exempt  
**Date Job Revised:** October 22, 2010

**Position Summary:** The Audiologist is a licensed and certified professional responsible for the hearing healthcare of hearing impaired students in the District. The Audiologist coordinates the Hearing Loss Identification Program with the Department of Health Services, and serves as primary referral source for those students at risk for hearing loss. The Audiologist is responsible for the District FM and audiometer inventory, as well as coordination of Project ECCO services.

#### **Qualifications/Job Requirements:**

##### **Education:**

- Master's degree in Audiology or Doctor of Audiology.

##### **Specialized Knowledge, Licenses, etc:**

- Oklahoma state license to practice Audiology.
- ASHA Certificate of Clinical Competence in Audiology (CCC/A).
- Extensive knowledge in developing, coordinating, and implementing educational services for children with hearing impairments.
- Knowledge of communication options available to hearing impaired children.

##### **Experience:**

- Minimum of 5 years experience in educational or pediatric audiology.

##### **Specific Training/Skills:**

- Must be skilled in the administration and interpretation of comprehensive audiological assessment and auditory processing evaluation.
- Must be skilled in the making of earmold impressions.
- Must be skilled in the programming of advanced technology hearing aids and FM systems.
- Must be able to maintain scheduled services in a consistent, effective and efficient manner.
- Must be skilled in the management of multiple equipment units.
- Must be able to communicate effectively using appropriate language levels for students, parents, teachers and administrators.
- Must have a working knowledge of IDEA 2004 and the Oklahoma Policies and Procedures for Special Education.
- Must be proficient in the use of a computer including Microsoft Office XP and NOAH (Audiology software for database management).
- Excellent written and oral presentation skills required.

##### **Physical Requirements:**

- Must be able to travel between schools within assigned area, carry up to 30 lbs. of material, standing, etc.

#### **Scope of Authority (If Applicable):**

- Responsible for coordination and implementation of audiological screening and intervention services for entire District. Responsible for collaboration with Health Services staff for the Hearing Loss Identification Program.

#### **Customer Contacts:**

- Internal: School nurses, health assistants, speech-language pathologists, Special Education staff, teachers, parents and principals.

- External: Private audiologists, private ENTs, community health organizations, hospitals, parents, SoonerStart, and outside service providers.

**Duties and Responsibilities:**

- Monitor the auditory sensitivity of hearing impaired students in Special Education and general education classrooms.
- In-services classroom teachers regarding the use and function of amplification, both personal (hearing aids) and school-owned (FM systems).
- Monitor the hearing aids, FM systems and earmolds of hearing impaired students both electroacoustically and by means of listening checks.
- Execute and prepare such forms, records and reports as may be called for in the audiological management of hearing impaired students and other students for whom services are requested.
- Contact and consult other professionals in the community regarding audiologic management of the student as desired by parents, teachers or administrators.
- Work cooperatively with principals and other District administrators and supervisors in planning and implementing educational programs related to the hearing impaired student.
- Exercise supervision and care over all equipment, furniture, books and supplies entrusted to his/her care.
- Instruct students and teachers in the proper use and preservation of school property including hearing aids and FM systems.
- Maintain the District screening and audiologic equipment (service and calibration).
- Maintain the District inventory of FM systems, including routine maintenance, repairs, and summer service.
- Liaison between the District and Project ECCO through the Oklahoma State Department of Education.
- Attend, participate and/or lead required in-service training activities.
- Recommend annual Audiology budget for Assistant Superintendent for Special Education and Student Services.
- Other duties as assigned.