

Duty Statement

AUDIOLOGIST

1. Organizes an audiological management program that addresses local needs. (Codes 1, 2, 14)
2. Identifies hearing needs of students, and designs, develops or refers to appropriate Medi-Cal covered resources and/or programs to meet their needs. (Codes 2, 4, 8)
3. Interacts with parents, district and county personnel and public agencies to facilitate the audiological program in the schools. (Codes 2, 3, 4, 8, 14)
4. Consults with other professionals, both within the district and with outside agencies concerning individual cases focusing on hearing health and Medi-Cal covered services. (Codes 4, 8)
5. Collaborates with other district employees and community based or local governmental agencies to improve or develop Medi-Cal covered services for student populations. (Code 14)
6. Assesses the effectiveness of the audiological program. (Code 1, 2)
8. Manages facilities and equipment necessary to the program. (Code 1, 2)
9. Prepares financial reports for the audiological program. (Code 1)
10. Maintains accurate student reports and current records. (Code 1, 2)
11. Coordinates the orientation of newly appointed speech-language personnel in regards to audiological services. (Code 1, 14)
12. Assists in obtaining placement and assessment services for children. (Code 4, 8)
13. Attends meetings on MAA program; completes MAA time survey quarterly. (Code 15)
14. Makes information available regarding health and Medi-Cal services to students, their families, and other service providers and directing them to the local Medi-Cal eligibility office. (Code 4, 6)
15. Handles parent notifications and administrative requests for audiological services. (Code 1, 2)
17. Responsible for scheduling appointments for audiological evaluations. (Code 1, 2)
18. Administering standard diagnostic tests and procedures in keeping with individual student needs; formulating conclusions and recommendations and interpreting diagnostic information. (Code 2)

Duty Statement

AUDIOLOGIST

19. Making recommendations regarding the need for further audiology or other Medi-Cal support services. (Code 4, 8)
20. Paid time off including paid lunches, breaks, holidays, jury duty, sick, bereavement or vacation leave. (Code 16)
21. Coordinating, participating in or presenting trainings necessary to clarify site and district policy, procedures or issues related to employees. (Code 16)
22. Completing personal mileage and expense claims. (Code 16)
23. Reviewing school policies, procedures, or rules. (Code 16)
24. Attending or facilitating school or unit staff meetings, board meetings, or required in-service trainings and events (not related to curriculum, instruction or students) (Code 16)