

AUDIOLOGIC RESOURCE AIDE

DEFINITION

Provides assistance to the Audiologic Resource Unit (ARU) by communicating and assisting families with audiological processes and information in English/Spanish.

TYPICAL DUTIES

Assists audiologists in communicating audiological information to families in the Spanish language. Communicates with families regarding hearing assessment appointments, process of hearing evaluations, school-based audiometric screening results, and updated audiologic information. Assists the audiologist during hearing assessments by keeping the child engaged on the testing task by using a variety of items such as toys or handheld manipulatives. Communicates with outside clinics, hospitals, schools, and other district personnel to request or provide hearing evaluations and the results of hearing evaluations. Translates letters to families that will include audiologic terms such as degree and type of hearing loss. Reviews all incoming hearing referrals and distributes to District educational audiologists. Inputs preschool/school ARU referrals into Welligent ARU Portal. Assists school nurses with completing ARU referrals, to include information regarding medical history in regards to ear health. Utilizes Welligent to identify student information such as address, phone and parent's contact information, history of hearing screenings, and IEP information. Provides audiologic information to Deaf and Hard of Hearing itinerant teachers. Assists with the distribution and collection of District issued hearing technology to the Deaf and Hard of Hearing itinerant teachers including soundfield systems, hearing aid receivers and microphones. Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

An Audiologic Resource Aide provides information to nursing, audiometry, and other school personnel regarding hearing assessments and assists families referred to the Audiologic Resource Unit requiring fluency in Spanish.

An Office Technician performs a variety of clerical duties ranging from entry level to those requiring the exercise of judgment based on training and experience.

SUPERVISION

General supervision is received from a certificated administrator. No supervision is exercised.

CLASS QUALIFICATIONS

Knowledge of:

Basic understanding of hearing loss and effect of hearing loss

Audiology equipment, materials and procedures
English composition
Operation of various office machines
Web browsing techniques
Microsoft Windows operating systems and Office Suite programs

Ability to:

Learn audiology terms in the designated language
Organize files and keep accurate records
Maintain confidential information
Work effectively with employees, students, parents, and the public
Use a computer to input, edit, extract, and format data and information
Produce, retrieve, and store word-processing and email documents
Speak and write in English and Spanish
Communicate effectively orally and in writing
Write legibly
Accurately follow oral and written instructions

ENTRANCE QUALIFICATIONS

Education:

Graduation from high school or evidence of equivalent educational proficiency.

Experience:

One year of clerical experience performing duties that includes scheduling appointments, monitoring records, and translating documents from English to Spanish. Experience in a clinical setting is preferable.

Special:

Ability to speak Spanish is required.

A valid license to drive in California and the availability of private transportation or the ability to utilize an alternative method of transportation.

This class description is not a complete statement of essential functions, responsibilities, or requirements. Entrance requirements are representative of the minimum level of knowledge, skill, and /or abilities. To the extent permitted by law, management retains the discretion to add or change typical duties of a position at any time, as long as such addition or change is reasonably related to existing duties.

New Class
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