



EMPLOYEE NAME: _____

Revised: 3/07; 10/2012; 6/18; 1/19

JOB DESCRIPTION

POSITION TITLE: Paraprofessional, Audiology D/HH	JOB CODE: 436A
DIVISION: Academic, Support & Specialized Services	SALARY SCHEDULE: Paraprofessional
DEPARTMENT: Special Education	WORK DAYS: 181
REPORTS TO: Audiologists	PAY GRADE: NH0 (4,5,6,7, or 8)
FLSA: Non-Exempt	PAY FREQUENCY: Monthly
PRIMARY FUNCTION: Assists audiologists as a liaison to school staff with students that are in the Deaf/Hard of Hearing program and use auditory assistive listening devices.	

REQUIREMENTS:

1.	Educational Level: Associate Degree, two years of college credit (a minimum of 60 semester hours or 90 quarter hours and a 2.0 GPA), or passing score on the GACE/PRAXIS Paraprofessional Assessment Test required
2.	Certification/License Required: Must maintain Georgia Paraprofessional License which includes in-service training related to position
3.	Experience: None
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5.	Knowledge, Skills, & Abilities: Written and oral communication

The Board of Education and the Superintendent may accept alternatives to some of the above requirements.

ESSENTIAL DUTIES:

1.	Demonstrates prompt and regular attendance.
2.	Exhibits professionalism in all job-related situations; follows professional ethics in all work-related activities; presents a personal appearance which enhances the image of the school.
3.	Follows all county, state and federal policies and procedures.
4.	Troubleshoots assistive listening devices determining problem parts and obtaining and replacing the appropriate parts.
5.	Monitors the functioning of assistive listening devices on a regular basis.
6.	Assists teachers in the record keeping of listening check forms of assistive technology devices.
7.	Uses Email, Word, Excel and the Internet.
8.	Interprets and understands audiograms and other audiological data.
9.	Participates in ongoing in-service training.
10.	Completes required chart documentations.
11.	In-services D/HH and regular education teachers as well as other school staff personnel on the use of auditory equipment and the general interpretation of audiological data.
12.	Helps audiologists with testing as needed.
13.	Assists the Administrative Assistant with scheduling appointments, filing and other office duties as needed.
14.	Assists audiologists in screening phone calls and emails as needed.
15.	Assists in the Hearing screening training of school personnel.
16.	Performs other duties as assigned by appropriate administrator.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____