

# Audiometric Technician Tompkins County

**Department:** Tompkins-Seneca-Tioga BOCES

**Classification:** Competitive

**Approved:** 6/2024 by HB

**By:** HB, Deputy Commissioner of Human Resources

## **MINIMUM QUALIFICATIONS:**

Education, specialized background, training and experience.

1. Graduation from a regionally accredited or NYS registered college or university with a bachelor's degree in communication disorders, audiology, speech/language pathology, or a related field; **OR**
2. Graduation from a regionally accredited NYS registered college or university with a bachelor's degree and one (1) year of experience working with audiometric equipment or as an interpreter or language facilitator; **OR**
3. Graduation from a regionally accredited NYS registered college or university with an associate's degree and three (3) years of experience working with audiometric equipment or as an interpreter or language facilitator; **OR**
4. Graduation from high school or possession of an equivalency diploma and five (5) years of experience working with audiometric equipment or as an interpreter or language facilitator.
5. An equivalent combination of training and experience as defined by the limits of "A," "B," "C," and "D" above.

## **SPECIAL REQUIREMENT:**

Upon appointment candidate must have a valid license to operate a motor vehicle in New York State or otherwise demonstrate your ability to perform the transportation requirements of the position.

Per Chapter 180 of the Laws of 2000, and by Regulations of the NYS Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.

## **DISTINGUISHING FEATURES OF THE CLASS:**

This position exists at Tompkins-Seneca-Tioga (TST) BOCES and is responsible for the maintenance and repair of amplification equipment and assistive listening devices. An employee in this class travels to various school sites to ensure proper operation of amplification devices and equipment used by students and teachers in the classroom. Incumbent provides in-service training on the correct use of equipment and maintains inventory.

Employee works under the general supervision of the TST Special Education Administration or designee and has considerable leeway to exercise independent judgment in carrying out details of the work.

Supervision is not a function of this position. The incumbent does related work as required.

## **TYPICAL WORK ACTIVITIES:**

- Travels to school sites to perform scheduled equipment checks and respond to requests to troubleshoot, repair or replace audiometric and related equipment;
- Performs listening checks on equipment and employs procedures to ensure equipment is operating correctly;
- Provides in-service education and training to classroom staff and students on the correct use and maintenance of amplification systems and assistive listening devices;
- Refers to operating manuals and confers with manufacturers to problem solve, performs minor repairs and/or returns equipment in need of repair;
- Monitors and maintains inventory of audiometric equipment and parts, orders parts and equipment, tracks purchase orders, and monitors service contracts;
- Acts as liaison between teachers, students and licensed audiologists to ensure all audiometric needs are met and equipment issues are resolved;
- Maintains records and prepares reports;
- Performs other related duties as required.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

- Good knowledge of the operation of audiometric/amplification equipment and assistive hearing devices.
- Good knowledge of audiometric screening techniques.
- Ability to demonstrate the proper use of audiometric equipment;
- Ability to communicate with others;
- Ability to work independently;
- Ability to maintain records and reports;
- Ability to establish and maintain good working relationships;
- Ability to make minor equipment repairs.

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Originally created: 6/2024