

School District No. 43 (Coquitlam)

CLASS SPECIFICATION

AUDIOLOGY ASSISTANT

SUMMARY:

The Audiology Assistant reports to the Director of Student Services/designate and, under the general direction of the audiologist, conducts first level screening tests of children in the district.

DUTIES:

Prepares and implements annual screening schedule for hearing tests for the district including students and staff (WCB); instructs students on screening procedures; carries out first level screening; distributes screening information to schools; reports results to Audiologist.

Maintains records and statistics, forms and materials applicable to the department; types correspondence, repair orders and department memos; maintains data bases which include lists of students, appointments and equipment.

Provides information and assistance to parents, teachers, schools, Ministry of Health, Simon Fraser Health Unit, WCB and equipment manufacturers.

Maintains, performs minor repairs and tracks hearing and screening equipment including ordering equipment needed, accounting for equipment at year end, distribution of equipment at start-up and getting equipment repaired; troubleshoots and resolves minor problems with equipment.

Operates audiometric and office equipment including computer, photocopier, Fax etc.

REQUIRED KNOWLEDGE AND SKILLS

Grade 12 including courses in biology, business education and related computer software or an equivalent combination of training and experience.

Keyboarding/typing at 40 W.P.M.

A valid B.C. driver's licence. Business use of personal vehicle required.

RATIFIED BY UNION: _____ **DATE:** _____

RATIFIED BY EMPLOYER: _____ **DATE:** _____