

qathet School District
Class Specification
AUDIOMETRIC TECHNICIAN (12.04)



DESCRIPTION

The Audiometric Technician, as directed by the administrator of the Provincial Resource Program – Auditory Outreach ('the Program') assists with the distribution and maintenance of assistive listening devices ('the equipment') in the Program's loan bank and with the logistics of delivering other support services requested by public and independent schools in accordance with goals and objectives set yearly for the Program. This position may also supervise and assign work to office support staff within the Program.

DUTIES AND RESPONSIBILITIES

- Supports other Program staff, contractors and consultants
- Supervise, train and assign work to office support staff
- Assists the administrator with processing requests for support
- Responsible for establishing and/or maintaining files on individual students supported by the program and where required, follows up with schools/districts and other agencies to obtain further information required by the administrator
- Responsible for maintaining inventory controls for the equipment in the Program's loan bank
- Manages the equipment including cataloguing, collecting, processing and arranging for repairs where required
- Prepares RM-HAT for shipment to schools and school districts including setting up, maintaining and tracking of shipments to and from the Program
- Maintains the equipment database and runs reports as requested by the Administrator.
- Ensures appropriate storage for the equipment not in use
- Compiles and organizes information to create submissions for professional print and electronic publications.
- Assists the administrator and other program staff with preparation of support materials, for teachers and other program stakeholders, in print and electronic media formats
- Works with the program administrator to develop Program public relations strategies
- Manages Program website
- Performs other related duties as assigned by the administrator of the Program

QUALIFICATIONS AND EXPERIENCE

Education

- Grade 12 or equivalent
- Completion of a one year office administration certificate
- Completion of a two year post secondary diploma in Information and/or Communication Technologies or a related field
- Completion of an Audiometric Technician course
- Courses in website design and maintenance
- Courses in MS office applications
- Courses in marketing/public relations

Experience

- Minimum one year experience working with RM-HAT.
- Minimum of one year experience in programming and minor repair of assistive listening devices
- Three years of experience in managing an office including the following:
Minimum one year experience in print media writing and website design/maintenance
Minimum one year experience in public relations

Knowledge

- Knowledge of the principles of supervision and leadership
- Knowledge of specialized equipment to support students with auditory difficulties and willingness to take additional training where required by the program administrator
- Demonstrated knowledge and skills in using computer applications including Word, Excel, Outlook, Access
- Knowledge in current marketing techniques

Skills and Abilities

- Ability to work independently and to make decisions
- Excellent organizational and inter-personal skills
- Ability to supervise staff including assigning and monitoring the accuracy and quantity of work assignments
- Ability to program assistive listening devices and make adjustments and/or minor repairs if required.
- Ability to manage and maintain databases used in the Program
- Ability to design and maintain websites
- Demonstrated ability to create articles for professional print and electronic publications.
- Ability to communicate clearly, to understand and follow directions and to prioritize tasks.
- Ability to exercise discretion and confidentiality in dealing with all matters pertaining to students, their families and Program staff, contractors and consultants

Occupational Requirements

- Must be physically able to carry out the duties of the position

April 2010

Revised: January 2012