

Jordan School District  
**LICENSED JOB DESCRIPTION**

Job Title: **Audiologist FT (530) PT (535)** Lane Placement: Schedule C  
 Department / Location: Schools FLSA Classification: Exempt  
 Supervisor's Title: Principal Contract: 187 Days  
 Special Education Approval: [Signature] Date: 1-13-26  
 Department Approval: \_\_\_\_\_ Date: \_\_\_\_\_  
 ADA Review: [Signature] Date: 1/20/26  
 Human Resource Approval: [Signature] Date: 1/15/2026  
 Superintendent Approval: \_\_\_\_\_ Date: \_\_\_\_\_  
 Original date: 05/17 Revised: 01/26 Revised: \_\_\_\_\_ Revised: \_\_\_\_\_

**GENERAL FUNCTION**

Under the supervision of the school principal, the **Audiologist**, as part of the District audiological team, implements the District-wide hearing conservation program, conducts audiological evaluations, coordinates hearing screenings and maintains the hearing screening and evaluation results. The audiologist provides training for students, parents, teachers and all school personnel as necessary. The audiologist assists special education and general education teams as they work with students with hearing impairments to ensure all students have access to the general education curriculum.

The incumbent is responsible to follow all policies and guidelines as detailed by District policy.

**ESSENTIAL FUNCTIONS**

- Design and implement, as part of the District audiological team, a District-wide hearing conservation program. Instruct and monitor aides, volunteers, student teachers, etc., who are involved in the program.
- Provide school personnel with results from hearing screenings to be recorded in health records. Maintain hearing screening results, records and required information for all schools in student files or other appropriate secure location.
- Conduct audiological evaluations on students referred for an in-depth assessment.
- Assess students referred for auditory processing and provide feedback directly to appropriate teachers or District personnel concerning referrals, testing results and recommendations. Make appropriate referrals to outside agencies.
- Maintain audiograms for students with hearing impairments and provide the appropriate documentation for their files.
- Provide instruction for students, parents and teachers and monitor the hearing aid use in the classroom.
- Provide instruction and monitor the use of assistive listening devices in classrooms.
- Maintain an inventory of programs, equipment and materials. Continually evaluate equipment and arrange for annual recalibration. Follow District procurement guidelines with administrative approval.
- Maintain records and required information in a secure location. Maintain confidentiality of all student information.
- Maintain professional competence through in-service education activities required by the District and State, as well as self-selected professional growth activities.
- Provide in-service for school personnel as assigned.
- Attend and participate in faculty/department meetings as required. Participate in a reasonable number of faculty committees and PLC's as requested.
- Create a clean and organized environment that is conducive to student learning.



- Demonstrate professional ethics as outlined by the Utah Professional Practices Advisory Commission. Represent the District in a professional, ethical and positive manner.
- Required to travel to District schools or other locations using own transportation.
- Participate in appropriate educator evaluation procedures as per State and District guidelines in accordance with DP311-Evaluation for Licensed Personnel.
- Function as a contributing member of the Speech-Language-Hearing Staff.
- Adhere to contract time.
- Is responsible for understanding and adhering to all District policies and complete the annual crucial policy review.
- Other duties and responsibilities as assigned by the principal/administrator.

- This description should not be construed to contain every function/responsibility that may be required to be performed by an incumbent assigned to this position.
- Incumbent is required to perform other related functions as assigned. Other related functions can be performed for no more than 20% of an employee's normal workweek (i.e. eight (8) hours per week, or thirty-two (32) hours per month).

### **QUALIFICATION REQUIREMENTS**

- Requires a Doctoral degree (AuD) from an accredited college or university or a minimum of a Master's degree if licensing allows.
- Requires compliance with USBE state license requirements.
- Requires strong oral and written communication skills with students, parents, and staff.
- Requires strong computer and educational technology skills.
- Requires effective problem solving, organizational, multi-tasking, and time management skills.
- Requires the ability to implement effective teaching strategies.
- Requires the ability to establish and maintain a positive learning environment.
- Requires the ability to calmly handle classroom management issues.
- Requires the ability to establish and maintain effective working relationships with students, parents, school staff, District staff, and patrons.
- Requires the ability to work as a member of a team as well as the ability to work independently.
- Knowledge of State Core Standards and Board of Education adopted guidelines.
- Requires a valid Utah Driver's License. Must be able to provide own transportation, as position requires travel.
- Fulfill the employee immunization requirements or complete the applicable health department exemption form if required.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed above are representative of the education, knowledge and experience requirements; the machine, tools and equipment used; and any licenses or certifications required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

### **Machines, Tools & Equipment Used:**

- Standard office equipment, educational technology, computers, standard machines used in a teacher workroom, along with portable and clinical audiological equipment.

### **Physical Requirements – Not limited to the following:**

- While performing the duties of this job, the employee is regularly required to speak and/or hear. The employee is frequently required to stand; walk; reach with hands and arms and stoop, kneel, or crouch. The employee is occasionally required to use hands to handle or feel and may be required to climb or balance.
- The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds.
- Specific vision abilities required by this job include close vision, distance vision, peripheral vision and depth perception.

- Occasional (0-33%)    Frequent (34-66%)    Constant (66-100%)
- Physical ability to perform the essential functions listed above with or without reasonable accommodation.
- Possess the physical, mental and emotional stability to work under stressful condition, including but not limited to: deadlines, contract requirements, inspection requirements and interaction with critical personnel.

**NOTE:** This list of essential and marginal functions and of physical requirements is not exhaustive and may be supplemented in accordance with the requirements of the job.