

NORTH EAST SCHOOL DIVISION # 200



JOB DESCRIPTION

POSITION TITLE: Educational Psychologist

REPORTS TO: Directly: Superintendent of Learning
Indirectly: Coordinator of Learning (SSS)

Purpose:

The Educational Psychologist is a specialist in providing diagnostic and programming services for children with exceptional learning, emotional and behavioural needs.

Required Education, Knowledge, Qualifications and Experience:

- Masters degree in Educational Psychology or equivalent from a recognized post-secondary institution
- A minimum of 1 year experience as an Educational Psychologist or equivalent would be an asset
- Licensed by the Saskatchewan College of Psychologists
- Maintain membership in the Saskatchewan College of Psychologists
- Saskatchewan Professional “A” Teaching Certificate or Professional “B” Teaching Certificate with endorsement
- Possess a current and valid Driver’s License
- Experience working in the learning sector within a collaborative-consultative model would be an asset
- Proficiency in the operation of computers, word processing applications and additional software comparable to those currently used in the school division.

Required Skills and Abilities:

- Ability to maintain strict confidentiality
- Ability to prioritize multiple demands and effectively manage time
- Ability to work as a team player
- Ability to establish a strong rapport with students, families and school personnel
- Ability to manage high stress situations
- Communication skills that includes content development skills, strong presentation, oratory and verbal skills
- Ability to write reports requiring meaningful interpretations of data, accuracy, readability and editorial correctness
- Ability to meaningfully interpret and respond to data
- Effective communication and presentation skills
- Ability to handle physically/emotionally demanding children
- Excellent interpersonal skills
- A positive attitude and work ethic
- Effective organizational and record keeping skills

Supervision of Other Staff:

This position does not involve the direct supervision of staff.

Duties and Responsibilities:

Without restricting the generality of the purpose above, the Educational Psychologist shall perform such duties and responsibilities as may be assigned including but not restricted to the following:

- Participate as an active member of the Student Support Services team in carrying out the NESD vision and mission
- Respond to student needs as outlined in the NESD Response to Instruction (RtI) service delivery model
- Provide informal consultation when appropriate to classroom teachers during Cycle 1 in the RtI process
- Identify and assess the learning and development characteristics and needs of students, as well as the environmental factors that affect learning and achievement.
- Determine the assessment procedure which will provide the appropriate diagnosis of exceptional needs.
- Use assessment data about the student and his/her environment in developing appropriate interventions and programs in a timely manner.
- Communicate with parents, administrators, Diversity Education Teachers and teachers in post-assessment conferences regarding assessments and recommendations for programming
- Report assessment findings in a written format which includes the reason for referral, background information, instruments used, interpretation of results, summary, and recommendations. The results are to be interpreted in a narrative format using language that can be understood by parents and teachers.
- Provide referrals and recommendations to outside agencies and Student Support Services team as needed
- Provide workshops and in-service in areas of expertise to teachers and educational associates when requested.
- Provide strategies and recommendations for home and/or school programming
- Consult with required personnel and/or parents to provide appropriate follow up for students
- Participate in IIP and school based team meetings as required
- Submit reports to the Coordinator of Learning responsible for Student Support Services as required
- Comply with ethical standards of professional practice in the delivery of educational psychology services, observing relevant laws and policies that govern practice
- Maintain professional competency through on-going professional development
- Be knowledgeable and supportive of applicable Division Operational Policies & procedures
- Be willing to engage in life-long learning with respect to training and professional development
- Conduct oneself in a manner appropriate to a professional learning environment
- Deal tactfully with staff, students, parents and the public
- Performs additional duties as assigned by the Coordinator of Learning responsible for Student Support Services

Judgment, Independence and Client/Peer Contact:

Confidentiality

At no time should an Ed. Psych discuss, in public, information pertaining to a student. An Ed. Psych is expected to respect the confidential nature of the position by avoiding discussion about any topics that are not formally communicated to the public by the administration of the school or the school division. Any breach of confidentiality in this regard is a serious violation of acceptable professional conduct.

Independence

The Ed. Psych is expected to work independently and as a team member of both the school-based and division staff.

Client/Peer Contact

This position involves working collegially with other support staff, teachers, parents and school-based administration on a daily basis in support of the goals of the school.

Responsibility for Quality of Assigned Work:

The employee is under direct supervision and is responsible to achieve the quality of work as assigned by the supervisor.

Salary Grid: Ed. Psych

The Provincial Collective Bargaining Agreements for teachers (including the consultant allowance provisions as defined in the Local Implementation and Negotiation Committee document)

Approved By:	Dean Biesenthal, Supt of Human Resources
Date Approved:	Dec 2012
Reviewed:	October 2015