

POSITION TITLE:

EDUCATIONAL PSYCHOLOGIST

Reports to: Coordinator of Student Services

Function/Purpose:

To provide assessment and program recommendations for students who have been referred for academic and/or behavioral reasons.

Required Education, Knowledge, Qualifications and Experience:

- Specialized training in assessment practices for special needs students.
- Masters Degree in Psychology or Educational Psychology.
- Registered with the College of Psychologists
- Licensed with the Saskatchewan College of Psychologists

Required Skills and Abilities:

Demonstrated capability and performance in the areas of:

- Ability to conduct psycho-educational and behavior assessments.
- Familiarity with a variety of informal and formal assessment tools.
- Ability to write functional reports.
- Ability to work independently and interdependently.
- Skills to be able to be a contributing member of a variety of teams.
- Team building and collaboration.
- Working with minimal supervision.
- Organizational skills.
- Interpersonal and communication skills.
- Initiative and adaptability.
- Prioritizing multiple demands.
- Expertise in psycho-educational assessment/diagnosis/programming.

Required Personal Characteristics:

- Trustworthy and respectful.
- Approachable and accessible.
- Flexible and collaborative.

Duties and Responsibilities:

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

- Provides individual assessments of children who have been referred.
- Provides written reports on all students referred for services and distributes these reports according to existing distribution protocol.
- Maintains an up to date confidential file on each child served.
- Provides consultation for parents, administrators, teachers and support staff regarding assessment recommendations.
- Collaborates with parents, teachers, administrators and other agencies for the purpose of meeting the needs of children.
- Acts as an inservice resource for teachers as required within areas of expertise.

- Provides open communication with parents, teachers and administrators.
- Assists in the identification of designated students.
- Recommends suitable materials to schools and parents for use with students as determined by their assessed need.
- Provides follow-up to recommendations made and provides additional support where required.
- Assists administrators and teachers with the understanding of reports of other agencies upon request.
- Recommends, to the Coordinator of Student Services, changes within the delivery of Educational Psychology services.
- Assists school personnel with the development of behavior management plans for students when requested.
- Attends inservice and professional developments authorized by the Supervisor of Educational Psychology services (Coordinator or of Student Services), the Director or Superintendent.
- Conducts all services in a professional manner adhering to the “Code of Ethics” of the Saskatchewan College of Psychologists.
- Deals tactfully with staff, students and the public.
- Is knowledgeable and supportive of applicable Board policies.
- Other duties as assigned.

Judgement, Independence and Client Contact:

- Confidentiality
 - An Educational Psychologist must respect the confidential nature of the position by avoiding discussion of any topics that are not formally communicated to the public by the administration of the school or the Division. Information regarding a student, staff member or Board member must not be discussed in public or with any person not authorized to receive that information. Exchange of personal information within the system shall be on a “need to know” basis. Breaching confidentiality is a serious violation of acceptable conduct and is grounds for disciplinary action up to and including termination of employment with the Board.
- Working Jointly with Other Staff on Common Assignments or Tasks
 - This position involves collaborative consultation with administrators, teachers and support staff.

Mission: Laying the foundation for success.

Vision: One student at a time.

Director Approved: August 14, 2007