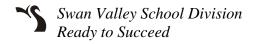
Administrative Procedure Manual



Human Resources: Job Description School Educational Psychologist

AP: 812B

SCHOOL EDUCATIONAL PSYCHOLOGIST

General Position Description

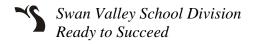
Under the direction of the Student Services Coordinator, the School Educational Psychologist is responsible for:

- Psychoeducational assessments (cognitive ability, achievement, learning, internal and external behavior, adaptive skills, social and emotional issues, executive function and memory)
- The development of intervention strategies and individual and small group programs to meet student needs
- Communication with families, schools, communities and external agencies to increase understanding of student needs and appropriate interventions

Responsibilities and Duties

- 1. To work in a consultative/collaborative service delivery model with school teams of parents, school staff, administrators, and other professionals/clinicians
- 2. To make recommendations to staff, administration and parents or guardians regarding intervention strategies and individual programs
- 3. Collaborate with community agencies to access services
- 4. To provide direct short term interventions in the form of student and/or family counselling as required
- 5. To liaise with and refer to social services agencies outside the school system, as deemed appropriate, to ensure early intervention into family situations detrimental to a child's school performance or behaviour
- 6. To conduct workshops for staff and parents related to areas of responsibility
- 7. To provide crisis intervention services during times of community or school trauma as part of the school crisis teams
- 8. To participate in risk and threat assessments with the Division team
- 9. To provide professional development that promotes the philosophy of inclusion and develops skills that will assist staff to enable children to meet their academic and personal potentials
- 10. To maintain student records as per Divisional guidelines

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- 11. Provide assessments, written reports and recommendations as required, including cognitive ability, achievement, learning, internal and external behavior, adaptive skills, social and emotional issues, executive functioning and memory
- 12. Employ data-based decision-making such as outcome-based measurements, progress monitoring and evaluation
- 13. Maintain a Professional Learning Plan as per Divisional policy
- 14. Participate in workshops and seminars to increase own knowledge
- 15. To carry out other duties as assigned

Skills and Qualifications

- Excellent interpersonal and communication skills
- Knowledge of student programs and school systems
- Willingness and ability to deliver workshops
- Ability to work effectively as part of a team/group
- Data analysis and interpretations

Employment Requirements

- Master's Degree or equivalent in school psychology
- Eligibility for a Manitoba Education Clinician Certification
- Valid Manitoba Driver license and access to a vehicle