

A. **JOB IDENTIFICATION:**

TITLE: Psycho-Educational Consultant (permanent and 1 year maternity leave position).

DEPARTMENT: SPECIAL EDUCATION

IMMEDIATE SUPERVISOR: SUPERINTENDENT OF SPECIAL EDUCATION

B. **JOB SUMMARY:**

Under the direction of the Superintendent of Special Education, the contract Psycho-Educational Consultant is responsible to provide psychological and educational assessments and resource services for students in our English Language Roman Catholic Schools. The incumbent is supervised by the Supervising Psychologist and consults with outside professionals, teachers, consultants, principals and parents.

C. **DUTIES AND RESPONSIBILITIES:**

- Under the supervision of the Supervising Psychologist, provide psycho-educational assessment of children through the administration of psychological tests, personality and behaviour tests, emotional inventories, etc.
- Recommend appropriate forms of treatment, therapy, programming and placement.
- Under the supervision of the Supervising Psychologist, interpret data obtained from the assessment process and write detailed reports. The reports will focus on cognitive, emotional and academic strengths, weaknesses and needs of the individual student as well as outlining general recommendations for educational intervention.
- Effective management of multiple priorities and ability to manage and complete psychological assessments within an appropriate time frame.
- Consult with team of psycho-educational consultants, outside professionals, teachers, principals and teachers.
- Attend bi-weekly supervision meetings in order to review current caseloads, receive and share feedback from team members and receive professional assistance/guidance as required from the Supervising Psychologist.

D. **QUALIFICATIONS:**

- University Masters Degree in Educational/School Psychology or the equivalent.
- Minimum of three (3) years experience as a Psycho-Educational Consultant/Psychometrist.
- Demonstrated experience in using psychological testing equipment and psychological rating scales.
- Superior oral and written communication skills and ability to translate psychological assessment findings into learning recommendations.
- Previous related experience in child and youth support services in an educational environment.
- Knowledge of the Education Act and associated regulations, the Family Services Act, Sexual Assault and Child Abuse Protocols, the Freedom of Information Act and have the ability to follow established Board procedures.
- Good understanding of the Canadian Psychological Association ethical standards and professional standards of the College of Psychologists.
- Ability to use discretion and maintain information in the strictest confidence.
- Ability to function collaboratively as an active member of the Special Education team.
- Demonstrated ability to use personal computers and associated software such as Microsoft Word and the internet.
- Must possess a valid driver's license and the ability to travel within schools of the C.D.S.B.E.O.

