



# School Educational Psychologist Administrative Procedure 2.B.185

2.0 Human Resources  
2B Position Descriptions

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**Board Governance Policy Cross Reference:** 1, 2, 3, 4, 12, 13, 16

**Legal Reference:**

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**Date Adopted:** July 2000

**Date Amended:** October 2006, April 2013, March 2018, February 2025

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## PHILOSOPHY

Evergreen School Division believes in a system that fosters respect, caring and good communication within and outside the school division. The major goals and tasks of employees of the division are to honor these values in the daily interactions with staff, students and the public and to assist in the development and implementation of a quality education system. Confidentiality is an expectation of these positions of trust in our public-school system.

## GENERAL POSITION DESCRIPTION

Under the direction of the Learning 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

- To work in a consultative/collaborative service delivery model with school teams of parents, school staff, administrators, and other professionals/ clinicians.
- To make recommendations to staff, administration and parents or guardians regarding intervention strategies and individual programs.
- Collaborate with community agencies to access services.
- To provide direct short term interventions in the form of student and/or family counselling as required.
- 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.
- To conduct workshops for staff and parents related to areas of responsibility.
- To provide crisis intervention services during times of community or school trauma as part of the school crisis teams.

- To participate in risk and threat assessments with the Division team.
- 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.
- To maintain student records as per divisional guidelines.
- 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.
- Employ data-based decision-making such as outcome-based measurements, progress monitoring and evaluation.
- Maintain a Professional Learning Plan as per divisional policy.
- Participate in workshops and seminars to increase own knowledge.
- 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