

## **NU-283 – B02025**

Position:	<b>Psycho-Educational Consultant – Temporary Long-Term Occasional</b>
Location:	<b>Kemptville Board Office (with travel to CDSBEO Schools)</b>
Hours of work:	<b>35 hours per week</b>
Salary:	<b>\$70,888 - \$84,392 (annualized; to be prorated based on working hours)</b>
Effective:	<b>Immediately – June 27, 2025</b>

### **Job Summary**

Under the supervision of the Head Psychologist and working as part of the Multidisciplinary Special Education Department, the Psycho-Educational Consultant will provide psycho-educational services including assessments and consultations for students in elementary and secondary schools across the Board.

### **Qualifications**

- Completion of a Master's degree with relevant graduate level assessment courses and training and experience in conducting assessments. Completion of a Bachelor's degree with relevant undergraduate assessment courses and training and experience in conducting assessments may also be considered.
- A minimum of two years of experience conducting psycho-educational assessments with children/youth, including administering and interpreting of cognitive assessments, academic achievement tests, memory and learning assessments, and social, emotional, and behavioural functioning assessments is essential. Demonstrate the ability to generate provisional hypothesis about possible causes of students' challenges.
- Knowledge of the Acts and associated regulations pertaining to ethics and jurisprudence in the practice of school psychology (e.g., the Education Act, the Child and Family Services Act, mandatory reporting obligations, and Freedom of Information Acts, etc.).
- Must have excellent interpersonal, oral, and written communication skills and be able to translate assessment findings into learning and social, emotional, and behavioural functioning recommendations.
- Must have strong organizational and time-management skills and be able to effectively manage multiple priorities, including completing psycho-educational assessments within an appropriate time frame.
- Proficient computer skills including experience with scoring and statistical programs, MS Office Applications (e.g., Word and Excel), and virtual platforms (e.g., MS Teams).
- A valid driver's license and access to a vehicle, and willingness to travel to CDSBEO Schools to service rural schools across the Board are required.

Interested applicants may submit a cover letter and resume no later than:

**Monday, April 7, 2025 by 4:00pm**

Please specify what position you are applying for.

e-mail: [hr@cdsbeo.on.ca](mailto:hr@cdsbeo.on.ca)

We thank all applicants in advance for their interest; however, only those candidates selected for an interview will be contacted.

The CDSBEO adheres to equitable hiring, employment and promotion practices and is committed to an inclusive workforce. We encourage applications from Indigenous peoples, racialized people, persons with disabilities, people from gender diverse communities and/or people with intersectional identities, as well as others who may contribute to the further diversification of ideas.

The Catholic District School Board acknowledges that our schools are located on the unceded, traditional Algonquin territory of the Anishinaabe people as well as the land of the Mohawk territory of the Haudenosaunee/Rotinonsho'n:ni people. We respect both the land and the people of this land including all Indigenous people who have walked in this place.

Pursuant to the Accessibility for Ontarians with Disabilities Act, (AODA), if applicants require accommodations at any time throughout the application process, please reach prior to the posting closing date so that appropriate arrangements can be made.

**Chris Cummings**  
Chair of the Board

**Laurie Corrigan**  
Director of Education

## **A. JOB IDENTIFICATION:**

TITLE: PSYCHO-EDUCATIONAL CONSULTANT

DEPARTMENT: SPECIAL EDUCATION

IMMEDIATE SUPERVISOR: HEAD PSYCHOLOGIST

## **B. JOB SUMMARY:**

Under the supervision of the Head Psychologist and working as part of the Multidisciplinary Special Education Department, the Psycho-Educational Consultant will provide psycho-educational services including assessments and consultations for students in elementary and secondary schools across the Board.

## **C. Duties and Responsibilities:**

- Under the supervision of the Head Psychologist, consult with school staff with determining appropriate referrals for psycho-educational assessments, and optimal timing for conducting assessments.
- Under the supervision of the Head Psychologist, conduct psycho-educational assessments for students presenting with learning, academic, social, emotional, and behavioural challenges (e.g., learning disabilities, intellectual exceptionalities, and mental health conditions). Assessments include test administration, scoring, report writing, and providing evidence-based and evidence-informed intervention strategies. \*Training and experience in conducting and interpreting the following assessments is essential: WISC-V, WAIS-IV, TVPS-4, WIAT-III, WJIV, CTOPP-2, Berry VMI, WRAML-3, Champ, Conners 3, BRIEF-2, CARS-2, CDI-2, VABS-III.
- May be required to respond to students at risk of self-harm (conduct risk assessment/review and follow Board SPIRR Protocol).
- Participate in regular supervision meetings with the Head Psychologist to receive and share assessment feedback, review current caseloads, to obtain assistance with interpreting assessment results and writing psycho-educational reports, and receive professional assistance/guidance as required by the College of Psychologists of Ontario.
- Conduct non-diagnostic assessment feedback meetings with parents and school staff. Under the supervision of the Head Psychologist, participate in complex assessment feedback meetings and assessment feedback meetings where a differential diagnosis is communicated.
- Support classroom and resource teachers in the development of Individual Education Plans, Success Plans and Safety Plans.
- Develop and provide professional learning sessions to educators, other Board personnel and families.
- Participate in Special Education initiatives.
- Consult and liaise with members of the multi-professional Special Education Department, teachers, school administrators, and outside professionals.
- Stay current with psychological research and practices through attendance at professional development/trainings, and journal readings.
- At the request of Superintendents, may be called upon to assist in responding to a school crisis.
- Perform other duties as assigned by the Head Psychologist, Principal of Special Education or Superintendents of Education.

## **D. Qualifications:**

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