

ADMINISTRATIVE PROCEDURE NO. 425

THE ROLE OF THE DIVISION PSYCHOLOGIST

Preamble: The following roles and responsibilities were developed in conjunction with other school divisions who employ psychologists and various mental health needs as identified by our schools. The main role of the Division Psychologist will be to assist schools in working directly with complex students.

Roles and Responsibilities of the Division Psychologist:

1. The position will be full-time based on industry standard pay and benefits and will be a salary-based position rather than FTE.
2. The start of each day will begin at Montfort Centre or a location as indicated on their Google Calendar. The Division Psychologist will keep their Google calendar updated with all scheduled school visits and share it with the Associate Superintendent of Inclusive Learning.
3. The Division Psychologist will be supervised directly by the Director of Inclusion. The Director of Inclusion and the Division Psychologist will meet for an annual review.
4. The Division Psychologist will work in close coordination and cooperation with all members of the Model for Student Support (MS2). This will include attendance at a weekly case conference to discuss student concerns.
5. The Division Psychologist will be working directly with students and families within the school division. This will include some or all of the following:
 - i. Working in classrooms with teachers and observing students who are experiencing issues
 - ii. Conferring with teachers and school administration in regard to student needs
 - iii. Attending case-conferences
 - iv. One-on-one sessions with students and/or families.
 - v. Collaboration with other services providers (e.g., SLP, OT)
 - vi. Written reports to share recommendations with school staff and families
 - vii. Psycho-educational assessment
6. The Division Psychologist will be a clinical advisor to the Model for Student Support (MS2), Family School Enhancement Counsellors and School Counsellors.

7. In the 5 rural communities (Blackfalds, Olds, Sylvan Lake, Innisfail and Rocky Mountain House) of RDCRS, the Division Psychologist will establish connections with community services in an effort to coordinate regional support as needed.
8. The Division Psychologist will assist with the grant writing process for the school division.
9. The Division Psychologist will assist in the delivery of professional development to school staff (e.g., administrators, teachers, educational assistants, counsellors) as requested.
10. Other duties as assigned by the Superintendent or designate.

June 2020
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