SENIOR MANAGER, PSYCHOLOGICAL AND SPEECH LANGUAGE SERVICES/LEAD PSYCHOLOGIST

The Durham Catholic District School Board is located just east of Toronto and is renowned for providing comprehensive Catholic education to over 21,150 students in 39 elementary schools, 7 secondary schools, and 6 continuing and alternative education centers throughout Durham Region.

The Durham Catholic District School Board invites applications from qualified candidates interested in the following position:

POSITION: SENIOR MANAGER, PSYCHOLOGICAL AND SPEECH LANGUAGE SERVICES/LEAD PSYCHOLOGIST (Full-Time, Permanent)

START DATE: As soon as possible

LOCATION: Catholic Education Centre (650 Rossland Road West, Oshawa, ON, L1J 7C4)

HOURS OF WORK: 8:15 a.m. – 4:30 p.m. (Monday to Friday)

SALARY: Management/Administrative M3 ($121,516 - $134,307) Dependent upon qualifications, education, and experience

For more information and to review the job description, please visit us at www.dcdsb.ca (Careers) Current Opportunities – Management and Professional Careers.

Interested candidates are invited to email a resume and cover letter to hr@dcdsb.ca. Please indicate the position title in the email subject line.

The Durham Catholic District School Board believes that fostering an inclusive, anti-racist and equitable culture is a moral imperative. Helping the diverse students we serve in reaching their full potential, and, ensuring that every member of this community is valued, are foundational pillars at our Board. We invite and encourage applications from all qualified individuals that are traditionally underrepresented and under recruited in our workforce.

Pursuant to the Accessibility for Ontarians with Disabilities Act, 2005 (AODA), if you require accommodation at any time throughout the application process, please contact Human Resource Services prior to the posting closing date so that appropriate arrangements can be made.

Monique Forster
Chair of the Board

Tracy Barill
Director of Education

WE ARE AN EQUAL OPPORTUNITY EMPLOYER
POSITION DESCRIPTION

Title | Senior Manager, Psychological and Speech Language Services/Lead Psychologist
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Location/Department | Student Services
Reports to | Superintendent of Education – Student Services
Affiliation | Management/Administrative
Salary Grade/Range | M3
Date | September 13, 2023

POSITION SUMMARY

This position is primarily responsible for the quality of Psychological and Speech Language services provided within the Board. The Senior Manager, Psychological and Speech Language Services/Lead Psychologist coordinates the activities of Psychometrists, Psychological Associates, Psychologists, Behavior Analysts, Speech Language Pathologists and Communicative Disorders Assistants, as well as practicum and intern students enroute to licensure, with direct supervision of Psychological Services staff who are not registered for autonomous practice. The Senior Manager, Psychological and Speech Language Services/Lead Psychologist performs management functions as requested and determined by the Superintendent, provides leadership and professional training for Board staff as required, and reports directly to the Superintendent of Education - Student Services.

DUTIES AND RESPONSIBILITIES

- Determine procedures to ensure appropriate psychological assessments and interventions are conducted.
- Determine procedures to ensure appropriate speech and language assessments and interventions are conducted.
- Supervise, through regular monitoring of the preparation of reports and recommendations for individual students. Communicate the Controlled Act of Diagnosis in real time and co-sign reports of nonregistered psychological services staff.
- Conduct performance evaluations of Psychological and Speech Language Services staff under the guidance of the Superintendent of Education – Student Services.
- Consult with school Principals and Superintendents on high risk, emergency, and difficult cases.
DUTIES AND RESPONSIBILITIES continued

- Manage the Psychological and Speech Language Services activities in accordance with provincial legislation, and standards and ethics of their appropriate colleges (i.e. records maintenance and storage, informed consent, and release of confidential information).
- Prepare and manage the Psychological and Speech Language Services budgets.
- Work in collaboration with Coordinators of Families of Schools and other Student Services staff.
- Draft Board Policies and Administrative Procedures as requested by Superintendent of Education – Student Services.
- Assist the Superintendent of Education – Student Services in the administration of departmental activities, including:
  - Coordinating and managing Ministry of Education requirements regarding the funding of Special Education.
  - Chairing the Board’s Research Advisory Committee.
  - Acting as a lead for the Board’s Crisis and Trauma Response Team.
  - Recruiting, screening, interviewing, and recommending for hire employees within the Student Services disciplines.
  - Providing professional advice and consultation to Board Social Workers, Child & Youth Counsellors, and other staff as required.
  - Facilitating Board-Community partnership projects.
- Serve on and/or provide leadership to Board/department committees as directed by the Superintendent of Education – Student Services.

QUALIFICATIONS

Education

- Doctorate of Psychology.
- Registered as a member in good standing with the College of Psychologists of Ontario.
- Authorized areas of practice: school psychology (required) and clinical psychology (strongly preferred).
Experience

- At least 7 years’ experience providing psychological services in a school/pediatric setting.
- Previous experience supervising staff.

REQUIRED SKILLS

- Excellent organizational and interpersonal skills.
- Very strong oral and written communication skills.
- Ability to deal confidentially with sensitive information.
- Enthusiastic, tactful team member, well-organized, positive attitude, mature judgement.
- Demonstrated commitment and proven track record in customer service excellence and setting up channels for continuous feedback.
- Ability to define problems, collect data, establish facts and draw valid conclusions.
- Ability to multi-task and manage multiple work priorities.
- Ability to maintain confidentiality in all aspects of the work.

OTHER QUALIFICATIONS

- Valid driver’s license with a clean driving abstract and use of a vehicle on a consistent basis and a Criminal Background Check suitable to the Board are conditions of employment.

Pursuant of the Accessibility for Ontarians with Disabilities Act, 2005 (AODA), if you require additional information of accommodation, please contact Human Resource Services prior to submission of application so that appropriate arrangements can be made.