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## PSYCHOLOGIST TIME LINE

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**JULY-AUGUST*****School***

Organize office  
 Organize materials  
 Review new materials

**SEPTEMBER*****School***

Set up schedule for school visits  
 Review program plans for all students  
 Collaborate with team to set up Kindergarten Assessment  
 Check cum files for Blue Cards on all students receiving services  
 Attend transition meetings  
 Assist in IEP goals for new students on caseload

***Ongoing Responsibilities***

Providing resources input or direct programming re: counseling/co-teaching  
 Consulting/collaborating as part of school team  
 Complete log of destruction as necessary  
 Shred contact notes as necessary

**OCTOBER*****School***

Attend school team meetings and present caseload activity report  
 Attend team meetings to discuss Kindergarten Assessment results  
 Assist in IEP goal development for new students by incorporating recommendations  
 Assess new students  
 Attend Early Childhood Meeting

***Ongoing Responsibilities***

Providing resources input or direct programming re: counseling/co-teaching  
 Consulting/collaborating as part of school team  
 Complete log of destruction as necessary  
 Shred contact notes as necessary

**NOVEMBER*****School***

Attend IEP team meetings  
 Complete assessments as needed  
 Attend school team meetings

***Ongoing Responsibilities***

Providing resources input or direct programming re:  
 counseling/co-teaching  
 Consulting/collaborating as part of school team  
 Complete log of destruction as necessary  
 Shred contact notes as necessary

**DECEMBER*****School***

Review inventory and supplies  
 Order test materials, supplies, etc.  
 Complete assessments as needed  
 Attend school team meetings

***Ongoing Responsibilities***

Providing resources input or direct programming re:  
 counseling/co-teaching  
 Consulting/collaborating as part of school team  
 Complete log of destruction as necessary  
 Shred contact notes as necessary

**JANUARY*****School***

Follow-up with student's on caseload  
 Complete assessments as needed  
 Attend school team meetings

***Ongoing Responsibilities***

Providing resources input or direct programming re:  
 counseling/co-teaching  
 Consulting/collaborating as part of school team  
 Complete log of destruction as necessary  
 Shred contact notes as necessary

**FEBRUARY*****School***

Follow-up with student's on caseload  
 Complete assessments as needed  
 Attend school team meetings  
 Attend Early Childhood Meeting

***Ongoing Responsibilities***

Providing resources input or direct programming re:  
 counseling/co-teaching  
 Consulting/collaborating as part of school team  
 Complete log of destruction as necessary

Shred contact notes as necessary

## **MARCH**

### ***School***

Complete assessments as needed  
Attend school team meetings  
Prepare and organize for Wellness Fairs in Boissevain and Killarney

### ***Ongoing Responsibilities***

Providing resources input or direct programming re: counseling/co-teaching  
Consulting/collaborating as part of school team  
Complete log of destruction as necessary  
Shred contact notes as necessary

## **APRIL**

### ***School***

Attend Kindergarten transition meetings  
Organize and prepare for Wellness Fairs  
Conduct screening at Wellness Fairs  
Complete assessments as needed  
Attend school team meetings

### ***Ongoing Responsibilities***

Providing resources input or direct programming re: counseling/co-teaching  
Consulting/collaborating as part of school team  
Complete log of destruction as necessary  
Shred contact notes as necessary

## **MAY**

### ***School***

Attend Kindergarten transition meetings  
Attend IEP team meetings  
Assist in development of IEP goals for students  
Complete assessments as needed  
Attend school team meetings

### ***Ongoing Responsibilities***

Providing resources input or direct programming re: counseling/co-teaching  
Consulting/collaborating as part of school team  
Complete log of destruction as necessary  
Shred contact notes as necessary

**JUNE**

***School***

Attend team meetings to discuss Kindergarten Assessment results

Complete IEP goals

Complete Needs Survey

Complete Year End Reports for each student receiving services

Complete Caseload Summary

Fill out Blue Cards in cum files for all students receiving services

Complete assessments as needed

Attend school team meetings

***Ongoing Responsibilities***

Providing resources input or direct programming re: counseling/co-teaching

Consulting/collaborating as part of school team

Complete log of destruction as necessary

Shred contact notes as necessary