

# Westchester Center for Psychological Education

## Continuing Education Course Instructor Job Description

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### **Purpose of the Position:**

Continuing Education Course Instructors provide educational activities/courses in professional and clinical skills in accordance with the practice of psychology as defined in Section 7601-a of the New York Education Law. Subjects may include, but are not limited to, clinical interventions and evidence-based practice; cross-disciplinary offerings from medicine, law, administration, education, behavioral and social sciences related to psychology practice; clinical interventions/evidence-based models; psychology research and program evaluation; patient communications, recordkeeping, and matters relating to health, safety, and/or welfare of the public; and standards of good practice, law and/or ethics, which contribute to professional practice in psychology.

### **Minimum Qualifications:**

- Instructors must have the requisite education, content expertise, and work and teaching experience, all of which must be demonstrated in a Curriculum Vitae or resume that includes the following minimum information:
  - Instructor's name
  - Current employment title
  - Degrees earned with name and location of educational institution
  - Major area of study and date degree conferred
  - Professional licensure status where relevant
  - Experience teaching or providing professional development
  - Previous professional position
- For Continuing Education courses that include clinical content, the Instructor must have a professional clinical license in addition to meeting the above-referenced requirements related to education, content expertise, and work and teaching experience.

### **Duties and Responsibilities:**

- Develop the course, including the presentation and any supplemental materials
- Create a written description of the course for inclusion in marketing materials
- Identify specific learning objectives for the course (note: learning objectives must meet APA and NYSED standards as described in materials given to instructors from Westchester Center for Psychological Education)
- Deliver the course in the agreed-upon format (e.g., in-person vs. on-line)
- Provide requested materials to Westchester Center for Psychological Education by specified dates