

Westchester Center for Psychological Education

Continuing Education Course Instructor Job Description

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)
- Develop assessment questions to determine if participants have mastered the knowledge, skills, and abilities to achieve the learning objectives
- 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