



STUDENT ASSISTANCE COUNSELOR

Qualifications:

1. New Jersey Certificate of Advanced Standing as Substance Awareness Coordinator.
2. Bachelor's Degree in a field leading to teacher licensure, health services, psychology, or social work from a New Jersey accredited institution.
3. Completed a program of studies beyond the Bachelor's Degree which meets the approval of the New Jersey State Department of Education.
4. Minimum of 300 hours of supervised practicum and professional experiences in chemical health curriculum developments, counseling, and staff development.
5. Ability to work effectively with students, staff, parents, outside agencies, and community groups.
6. Such other alternatives to the above qualifications as the Board may find appropriate and acceptable.

Reports To: Supervisor of Guidance

Supervises: The District's Substance Awareness and Prevention Program

Job Goal: To coordinate, design, develop, and implement a comprehensive substance awareness education program which includes staff development, instructional programs for students, counseling services, and recommendations for policy improvements.

To support students with drug-related problems in need of prevention, intervention, treatment, and after-care services.

To organize and implement the Student Assistance Program which enables students to seek help for school failure, pregnancy, violence, neglect, sexual abuse, school adjustment problems, depression, bullying, and suicidality without fearing that they will be labeled as alcohol or other drug users and to offer resource information on outside agencies, in-school support, or other helping services in the school district.

Duties and Responsibilities:

1. Meet with the District staff including the Child Study Team, guidance staff, and nurses to explain expectations of the Substance Awareness Coordinator and coordinate student referrals.
2. Organize a counseling schedule to accommodate the individual counseling needs of students and parents.
3. Work with guidance personnel to develop group counseling sessions and peer facilitator programs.
4. Develop and coordinate a referral systems and intervention services for early identification of students who are at-risk for substance abuse or demonstrating symptoms of substance use and abuse.
5. Assess student drug/alcohol involvement and make appropriate referral to treatment facilities when necessary.
6. Work in cooperation with treatment facilities, counselors, parents, school personnel, and students in developing and following through with the students' aftercare plan.
7. Attend district and school level staff meetings as needed

8. Conduct in-service training for appropriate District staff.
9. Maintain professional standards through readings, attendance at conferences, and membership in professional organizations.
10. Assist in the development and annual review of the District's drug and alcohol policy
11. Maintain a continuing review of statutes and codes related to drug and alcohol programming
12. Serve as liaison with local juvenile officers
13. Coordinate development of a library of resources available in the District
14. Complete all necessary state and federal reports related to substance awareness and substance awareness programming.
15. Consult with staff, parents, and students including problem-solving sessions and developments of behavior modification programs.
16. Conduct home visitations as needed to maintain parent/school communications.
17. Complete other duties required by the Supervisor of Guidance and Counseling.
18. Maintain ethical and professional standards of behavior in working with school personnel, community members, students, and other agencies.
19. Perform other duties within the scope of employment and certification as assigned by the appropriate administrator.

Terms of Employment: 10-Month Position (September 1st through June 30th)

Salary: Based on the Board-approved rate

Evaluation: Performance of this position shall be evaluated in accordance with Board policy.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.

Adopted: August 13, 2001
Amended: September 16, 2014
Amended: October 16, 2018