

**Student Services**

**TITLE:** SUBSTANCE AWARENESS COORDINATOR

**QUALIFICATIONS:**

1. Valid New Jersey Instructional Certificate and Substance Awareness Coordinator endorsement.
2. Minimum experience as determined by the board
3. Demonstrated knowledge of substance abuse curriculum development, counseling and staff development
4. Ability to work effectively with students, staff, parents, outside agencies and community groups
5. Required criminal history check and proof of U.S. citizenship or legal resident alien status

**REPORTS TO:** Student Personnel Services Director/Superintendent

**SUPERVISES:** The district's substance abuse awareness and prevention program

**JOB GOAL:** To provide leadership in the development of substance abuse prevention and intervention activities in the school-community.

**PERFORMANCE**

**RESPONSIBILITIES:**

1. Provides leadership in the development, implementation and coordination of a comprehensive chemical health education curriculum to achieve state core curriculum content standards and district educational goals and objectives.
2. Assists in the coordination of supplemental programs and guest speakers.
3. Assists in the research and review of instructional materials for possible purchase and use.
4. Develops and coordinates a referral system and intervention services for early identification of students who are at-risk for substance abuse or demonstrating symptoms of substance use and abuse. Coordinates a referral system with local, state and other services, providers or agencies.
5. Works in cooperation with resources available within the school district (i.e. child study team, guidance counselors, nurses, etc.).
6. Assesses students' drug/alcohol involvement and makes appropriate referral to treatment facilities when necessary.
7. Works in cooperation with treatment facility, counselors, parents, school personnel and students in developing and following through with the students' aftercare plan.
8. Provides short-term counseling or group counseling for students with substance abuse problems or concerns.
9. Assesses the district's prevention/intervention program on an annual basis and makes recommendations.
10. Facilitates conferences with parents or child's guardian to review, discuss and/or implement appropriate steps and stages of intervention and options.
11. Assists in the design, implementation and coordination of staff development related to substance awareness.
12. Provides inservice education for all teachers and staff responsible for the delivery of chemical health education.
13. Serves as a resource to district personnel on substance awareness/abuse issues as well as on the availability of training programs.
14. Maintains professional competence and continuous improvement through inservice education activities and other professional growth activities
15. Maintains a continuing review of statutes and codes related to drug and alcohol programming.
16. Assists with the development and annual review of policies and procedures regarding substance abuse, use

- and chemical health education, and recommends changes to administration.
17. Implements and coordinates parent education programs related to substance awareness.
  18. Participate in the community-based Municipal Alliance to facilitate the liaison between school and community
  19. Provides coordination of school-based prevention programs with community-based prevention programs.
  20. Develops community awareness through active participation as a school liaison to appropriate community groups and organizations.
  21. Performs other duties which may be within the scope of his/her employment and certification as may be assigned

**TERMS OF EMPLOYMENT:** Work year and salary to be determined by the board.

**EVALUATION:** Performance of this job will be evaluated annually in accordance with state law and the provisions of the board's policy on evaluation of certified staff.

**APPROVED BY:**

**DATE:**

**REVISED:**

**LEGAL REFERENCES:**

N.J.S.A. 18A:6-7.1	Criminal history record; employee in regular contact with pupils, grounds for disqualification from employment; exception
N.J.S.A. 18A:6-10	Dismissal and reduction in compensation of persons under tenure in public school systems
N.J.S.A. 18A:16-1	Officers and employees
N.J.S.A. 18A:16-2	Physical examinations; requirement
N.J.S.A. 18A:25-2	Authority over pupils
N.J.S.A. 18A:26-1	Citizenship of teachers, etc.
N.J.S.A. 18A:26-1.1	Residence requirement prohibited
N.J.S.A. 18A:26-2	Certificates required; exception
N.J.S.A. 18A:27	Employment and contracts
N.J.S.A. 18A:28-3	No tenure for noncitizens
N.J.S.A. 18A:28-5	Tenure of teaching staff members
N.J.S.A. 18A:28-8	Notice of intention to resign required
N.J.S.A. 18A:40A-14	Civil immunity for educational personnel reporting pupils
N.J.S.A. 18A:40A	Substance abuse
<u>See particularly:</u>	
N.J.S.A. 18A:40A-18	Substance awareness coordinators
N.J.A.C. 6:3-3.2	Duty-free lunch period
N.J.A.C. 6:3-4.1	Supervision of instruction, observation and evaluation of nontenured teaching staff members
N.J.A.C. 6:3-4.3	Evaluation of tenured teaching staff members
N.J.A.C. 6:8-4.7(a)4	Substance abuse prevention
N.J.A.C. 6:11-3.1	Certificate required
N.J.A.C. 6:11-3.9	Oath of allegiance required
N.J.A.C. 6:11-3.10	Citizenship required
N.J.A.C. 6:11-5.1	Requirements for instructional certificate
N.J.A.C. 6:11-6.1 et seq.	Endorsements on the instructional certificate
N.J.A.C. 6:11-11.5	Substance awareness coordinator
N.J.A.C. 6:11-13.2	Amount, duration and content of required continuing professional development
N.J.A.C. 6:29-6	Substance abuse
N.J.A.C. 6:29-7.4	Requirement of physical examinations
N.J.A.C. 6:29-9.1, -9.2	Reporting of allegations of child abuse and neglect

N.J.A.C. 6:29-10.1 et seq. Safe and drug free schools

Immigration Reform and Control Act of 1986, 8 U.S.C.A 1100 et seq.