

## STUDENT ASSISTANCE COUNSELOR

### Responsibilities:

- Assist with the provision of in-service training of school district staff concerning substance abuse issues and other state-mandated topics including suicide, physical/sexual abuse, sexual harassment, and bullying;
- Assist the district in revising and implementing substance abuse policies and procedures, as well as other policies including suicide, physical/sexual abuse, sexual harassment, and bullying;
- Coordinate the implementation of programs and events offered in the district that are related to alcohol and drug prevention (DARE, skill-building programs, motivational speakers, peer leadership) as well as programs and classroom presentations on suicide, physical/sexual abuse, sexual harassment, bullying, and other related topics.
- Serve as the Coordinator for at least one High School student club.
- Serve as an information resource for substance abuse curriculum development and instruction;
- Provide counseling services to pupils regarding substance abuse and other behavioral or mental health issues; (since this is a big part of the job, and not many others in the district can do it, maybe this and the next one should go higher on list?)
- Refer students and families to appropriate community resources for ongoing behavioral health treatment;
- Collaborate with family members to address academic, behavioral, social, and mental health issues
- Collaborate with other faculty during Intervention and Referral Services, Child Study Team and "504" meetings;
- Participate in individual case conferencing with teachers, parents, guidance counselors, child study team members, and administrators;
- Participate in Municipal Alliance meetings and maintain an on-going dialogue with local law enforcement officials and other community agencies.

### Qualifications:

- Maintain current Department of Education certification as a Substance Awareness Coordinator
- Familiarity with common drugs of abuse and their related symptoms as well as response procedures;
- Knowledge of local and community resources that are available for the prevention, intervention and treatment and rehabilitation of alcohol and drug problems;
- Understanding of the legal guidelines for the implementation of substance abuse policies;
- Clarity regarding confidentiality and requirements for implementation;
- Ability to interview students suspected of being under the influence and assess need for immediate intervention;

## **SAC description**

The Student Assistance Counselor (SAC) maintains an important and effective place in the public schools. The SAC is uniquely positioned to provide both individual and school-wide services that directly impact on classroom instruction, behavior management, student safety, family support, and community relations.

Direct services include individual student assessment, counseling and referral, and student-specific input and collaboration with other faculty during Intervention and Referral Services, Child Study Team and “504” meetings, as well as individual case conferencing with teachers, parents, guidance counselors, child study team members, and administrators.

School-wide services include development and adherence of policies (and facilitation of in-service trainings) on state-mandated topics (substance abuse, suicide, physical/sexual abuse, and sexual harassment policies). The SAC is equipped to develop and implement school crisis response plans in the event of catastrophic emotional events that could impact on multiple students. The SAC acts as a liaison with community agencies as a regular participant in Municipal Alliance meetings and on-going communication with local law enforcement officials.

The New Jersey Administrative Code (§18A:40) requires policies for suspicion of substance use among students. This policy is predicated on a knowledgeable staff—both in terms of familiarity with common drugs of abuse and their related symptoms, as well as response procedures. The SAC is specifically trained in all mandated subcomponents of these statutes, including staff training on current trends, signs and symptoms of abuse, knowledge of local and community organizations that are available for the prevention, early intervention, treatment and rehabilitation of individuals who show symptoms of substance abuse, legal guidelines for the implementation of substance abuse policies, and the ability to interview students suspected of abuse in order to assess a student’s current level of drug/alcohol involvement.

**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.