



# **HOLMDEL TOWNSHIP PUBLIC SCHOOLS**

## **JOB DESCRIPTION:**

### **STUDENT ASSISTANCE COUNSELOR/ SUBSTANCE AWARENESS COORDINATOR**

#### **QUALIFICATIONS:**

1. Holds valid New Jersey Instructional Certificate and Substance Awareness Coordinator endorsement.
2. Possesses minimum of three years' experience as a teacher, guidance counselor or school social worker.
3. Has demonstrated successful experience in substance abuse curriculum development, counseling and staff development.
4. Demonstrates ability to work effectively with students, staff, parents, outside agencies and community groups.
5. Completes required criminal history check and has proof of U.S. citizenship or legal resident alien status.
6. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

**REPORTS TO:** Director of Special Services

**JOB GOAL:** To provide leadership in the development of substance abuse prevention and intervention activities in the school and to coordinate these activities with community agencies and organizations.

#### **PERFORMANCE RESPONSIBILITIES:**

1. Counseling
  - a. Provides short-term individual and/or group counseling for students with substance abuse problems or concerns.
  - b. Provides individual and/or group counseling for "at-risk students" (i.e., children of substance abusers, children having loss/grief issues).
  - c. Addresses the needs of students in crisis at the request of the building principal and in accordance with district procedures.

- d. Provides intervention, recommendation for referral and follow-up support for those students placed in out-patient or residential programs.
- e. Works in cooperation with treatment facility, counselors, parents, school personnel and students in developing and following through with the aftercare plan for students placed in residential or out-patient programs.
- f. Facilitates conferences with parents or child's guardian to review, discuss and/or implement appropriate steps and stages of intervention and options.
- g. Promotes a pro-active approach for students in abstaining from substance use through the implementation of a variety of programs and activities. (i.e., Red Ribbon Week, pre-prom programs, Youth Alliance)

## 2. Staff Consultation

- a. Serves as a resource to district personnel on substance awareness/abuse issues as well as on the availability of training programs.
- b. Assists with the development and annual review of policies and procedures regarding drugs and alcohol use, substance abuse and chemical health education, and recommends changes to the administration.
- c. Assists the administration in the implementation of substance abuse policies including, but not limited to student drug testing.
- d. Provides leadership in the development, revision, implementation and coordination of the K-12 Chemical Health Education Curriculum and assists in ensuring that state mandates are incorporated into this curriculum.
- e. Assists in the identification and review of instructional materials for possible purchase and use.

## 3. Student and Parent Orientation

- a. Provides information to students and parents concerning the Student Assistance Program.
- b. Attends the Back-To-School Night programs at Holmdel High School and the William R. Satz School to meet parents and disseminate information about the Student Assistance Program.

- c. Meets with students through various designated classes (i.e., Health, Drivers' Education, First Aid, Family Life Education) to familiarize them with the Student Assistance Program.
  - d. Plans and implements, in cooperation with appropriate district personnel and community agencies, parent education programs related to substance awareness and other concerns.
  - e. Assists in the coordination of supplemental programs and guest speakers for student awareness and support.
- 4. Record Keeping/Reporting
  - a. Maintains confidential records concerning students and student contacts in accordance with federal and state law and Board policy.
  - b. Provides monthly and annual summary reports to the Director of Special Services, Director of Guidance, Building Principal and Superintendent of activities related to the job description and supplies other data to the administration as requested.
- 5. Assessment
  - a. 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.
  - b. Assesses students' drug/alcohol involvement, makes appropriate referral to treatment facilities when necessary.
  - c. Assists the administration in assessing school substance use.
  - d. Assesses the district's prevention/intervention program on an annual basis and makes recommendations.
- 6. Professional Development
  - a. Maintains professional standards through readings, attendance at conferences, workshops, memberships in professional organizations and other relevant activities in accordance with district guidelines.
  - b. Maintains a continuing review of statutes and codes related to drug and alcohol programming.
  - c. Assists in the design, implementation and coordination of staff development related to substance awareness.

- d. Assists in providing in-service for all teachers and staff responsible for the delivery of chemical health education.
- e. Provides training for school staff in intervention and referral procedures.

7. School and Community Relations

- a. Serves as a member of or participates in the community-based Holmdel Township Drug and Alcohol Alliance to facilitate the liaison between school and community.
- b. Provides coordination of school-based prevention programs with community-based prevention programs.
- c. Develops program awareness through active participation as a school liaison to appropriate community, county and state groups and organizations in accordance with district procedures.
- d. Works in cooperation with resources available within the school district (i.e. child study team, guidance counselors, nurses, etc.)
- e. Strives to establish cooperative relations and makes reasonable effort to communicate with parents as necessary.
- f. Coordinates the activities and training of the Core Team; serves as participant on the Core Team.
- g. Cooperates and shares professionally with members of the staff.
- h. Develops grant applications to obtain program funding from various federal, state and other sources.
- i. Maintains and regularly updates a directory of referral services to be utilized in crisis situations affecting students.
- j. Serves as a member of the school-community Crisis Intervention Team.

8. Other Assigned Duties

Performs such other tasks and assumes such other responsibilities as may be assigned by the Director of Special Services, Building Principal or Superintendent.

**TERMS OF EMPLOYMENT:**

Work year and salary to be determined by the Board in accordance with the Agreement between the Holmdel Board of Education and the Holmdel Township Education Association.

**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 Professional Staff.

**SOURCE:** Regular Board Meeting

**DATE:** March 13, 1996

**REVISED:** **August 25, 2010**