

SECTION TEACHING/EDUCATIONAL SERVICES PERSONNEL

AREA EDUCATIONAL SERVICES PERSONNEL

TITLE: Student Assistance Counselor

QUALIFICATIONS:

1. New Jersey certification as a Substance Awareness Coordinator.
2. Such additional qualifications as the Board of Education may deem appropriate.

REPORTING RESPONSIBILITY:

The Student Assistance Counselor is directly responsible to the building principal(s) and through him/her to the Director of Student Personnel Services or designee.

JOB GOAL:

Working directly with the building principal(s) and in consultation with the Director of Student Personnel Services and the members of the Department of Student Personnel Services, the Student Assistance Counselor assists students and parents/guardians in dealing with chemical abuse and related problems.

TERMS OF EMPLOYMENT:

Ten-month contract consistent with the agreement negotiated with the applicable bargaining unit.

PERSONAL EVALUATION:

Based on the performance of responsibilities identified in this position description and the criteria and procedures of the applicable evaluation policy. See Policy 4118, Evaluation of Tenured Teaching Staff Members and 4119, Evaluation of Non-Tenured Teaching Staff Members.

PERFORMANCE RESPONSIBILITIES:

A. Responsibility to the Student

1. Interprets the schools' substance abuse program and services to the student, and facilitates his/her use of appropriate aspects of the program and services.
2. Provides substance abuse and intervention counseling for all students, voluntary and referral.
3. Provides intervention, recommendation for referral follow-up, and aftercare support for those students placed in out-patient or in-patient programs.
4. Develops and implements student support groups.

5. Aids students in self-evaluation, self-understanding, and self-direction, enabling them to make decisions consistent with their immediate and long-range goals.
6. Shows concern for and assists in the planning of the students' educational, career, personal and social development.
7. Encourages students to participate in appropriate school activities with a view toward increasing effectiveness in personal and social activities.
8. In consultation with other staff, assists students in the development of and awareness of the world of work and in the use of school and community resources.
9. Assists in student's adjustment to school.
10. Makes referrals to appropriate resources whenever professional or role limitations curtail assistance.
11. Maintains confidential records in accordance with existing laws and policies.

B. Responsibility to Parent/s Guardians

1. Interprets the school's substance abuse program and services to the parent/guardian.
2. Provides substance abuse and intervention counseling, assistance and intervention for families of students with substance abuse problems.
3. Provides parents/guardians, students and staff with information about district policies and procedures.
4. Makes discreet and professional use of information shared during conferences.
5. When appropriate, shares information with parents/guardians, and interprets pertinent data about counselees' progress.
6. Assists the parent/guardian in forming realistic perceptions of the student's aptitudes, abilities, interests and attitudes as related to self.

C. Responsibility to the Staff

1. Works with all members of the school staff by providing appropriate information, materials and consultation assistance in supporting all staff efforts to understand better the substance abuse and chemical dependency dilemma.
2. Participates in planning and implementing staff alcohol/drug in-services, workshops and training sessions.
3. Consults in curriculum development concerning the areas of substance abuse and chemical health.

4. In consultation with parents/guardians and staff, assists students in planning programs of educational and vocational training consistent with their goals.
5. Coordinates the use of available services beyond those the student assistance counselor can provide, by making appropriate referrals and by maintaining a cooperative working relationship with community specialists.
6. Serves the school's program of public relations by participating in community groups and by furnishing information to appropriate groups and agencies.
7. Act as a consultant to administrators, to teachers, and to significant others by sharing appropriate individual student data while protecting confidentiality.
8. Accepts professional obligations related to school policies and programs.
9. Participates in the planning, development, and evaluation of the substance abuse program.

D. Responsibility regarding the Community

1. Act as a liaison between the schools and the community at large in regard to drug and alcohol abuse matters.
2. Maintains and provides accurate information about current substance abuse and chemical health programs, including knowledge of such services as treatment clinics and community agencies.

E. Responsibility to the Profession

1. Has an understanding of his or her own personal characteristics and their effects on counseling relationships and personal-social encounters.
2. Continues to develop professional competence and maintains an awareness of contemporary trends inside and outside the school community.
3. Fosters the development and improvement of the counseling profession by assisting with appropriate research and participating in professional association activities at the local, state, and national levels.
4. Prepares appropriate meaningful, objective, and succinct case reports for other professional personnel who are assisting students.
5. Enhances the image of student assistance counselors and of other related professional by positive references in communicating with students, parents, and the community.
6. Maintains constant efforts to adhere to strict confidentiality of information concerning counselees and releases such information only with the signature of the counselee and/or parent or guardian.

F. Responsibility to Self

1. Maintains a strict adherence to the concept and practice of confidentiality and recognizes the right to share such information only with a signed release.
2. Is well informed on current theories, practices, developments and trends in relation to substance abuse and chemical health.

G. General Professional Responsibilities

1. Demonstrates proficiency in the use of English by communicating with reasonable clarity, conciseness and precision in both speaking and writing.
2. Participates in solving classroom and school problems related to substance abuse and chemical health, and seeks resolutions through appropriate channels.
3. Cooperates in the total school program by:
 - a. Sharing responsibility for care of materials, equipment, and facilities.
 - b. Sharing the responsibility for students' behavior throughout the building.
 - c. Working with colleagues to improve the effectiveness of the total school program.
 - d. Participating in school activities.
4. Cooperates in curriculum development and evaluation activities by participating in the planning and implementation of programs relative to substance abuse and chemical health.
5. Establishes and follows an individual program of professional renewal in such areas as:
 - a. How children learn.
 - b. Current approaches to discipline.
 - c. Alternative instructional strategies.
 - d. Updated curriculum materials.
 - e. Current theory and practice in his/her field.

H. Other Duties and Responsibilities

1. Performs other duties and responsibilities incidental to the office or as assigned by the building principal(s) and/or Director of Student Personnel Services or designee.