

PUBLIC SCHOOLS OF EDISON TOWNSHIP
Office of Human Resources

JOB DESCRIPTION

I. TITLE

Student Assistance Coordinator

II. PRIMARY FUNCTION

To provide leadership in the development of substance abuse prevention and intervention activities in the school-community

III. REPORTS TO

Principal/Supervisors of Guidance

IV. QUALIFICATIONS

- Valid New Jersey Certificate with Substance Awareness Coordinator Endorsement
- Minimum experience as determined by the Board
- Demonstrated knowledge of substance abuse curriculum development, counseling and staff development
- Ability to work effectively with students, staff, parents, outside agencies and community groups
- Such other qualifications of academic, professional and personal excellence as the Edison Township Board of Education may specify

V. MAJOR DUTIES AND RESPONSIBILITIES

- 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
- Assists in the coordination of supplemental programs and guest speakers
- Assists in the research and review of instructional materials for possible purchase and use
- 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
- Works in cooperation with resources available within the school district, i.e., child study teams, guidance counselor, nurses, etc.
- Submits an annual report to the building principal outlining the problems, progress and future plans of the guidance department
- Assesses students' drug/alcohol involvement and makes appropriate referral to treatment facilities when necessary
- Works in cooperation with treatment facility, counselor, parents, school personnel and students in developing and following through with the students' aftercare plan
- Provides short-term counseling or group counseling for students with substance abuse problems or concerns
- Assesses the district prevention/intervention program on an annual basis and makes recommendations
- Facilitates conference with parents or child's guardian to review, discuss and/or implement appropriate steps and stages of intervention and options
- Assists in the design, implementation and coordination of staff development related to substance awareness

- Provides in-service education for all teachers and staff responsible for the delivery of chemical health education
- Serves as a resource to district personnel on substance awareness/abuse issues, as well as on the availability of training program. Provides training for all school staff in intervention and referral procedures
- Maintains professional competence and continuous improvement through in-service education activities and other professional growth activities
- Maintains a continuing review of statutes and codes related to drug and alcohol programming
- Assists with the development and annual review of policies and procedures regarding substance abuse, use and chemical health education and recommends changes to administration
- Implements and coordinates parents education programs related to substance awareness
- Participates in the community-based Municipal Alliance to facilitate as liaison between school and community
- Provides coordination of school-based prevention programs with community-based prevention programs
- Develops community awareness through active participation as a school liaison to appropriate community groups and organizations
- Performs other duties which may be within the scope of his/her employment and certification as may be assigned
- Performs such other duties as may be assigned by the Superintendent or designee

VI. TERMS OF EMPLOYMENT

In accordance with the provisions of the BOE/ETEA contract

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Job Description/Section V STUDENT ASSISTANCE COORDINATOR

APPROVED: November 22, 2010