

CARLSTADT-EAST RUTHERFORD REGIONAL BOARD OF EDUCATION

Job Description

STUDENT SERVICES

Administrative Regulations

TITLE:	SUBSTANCE AWARENESS COORDINATOR
QUALIFICATIONS:	<ol style="list-style-type: none">1. Valid New Jersey Instructional Certificate and Substance Awareness Coordinator Endorsement.2. Minimum experience as determined by the board3. Demonstrated knowledge of substance abuse curriculum development, counseling and staff development4. Ability to work effectively with students, staff, parents, outside agencies and community groups5. Required criminal history check and proof of U.S. citizenship or legal resident alien status
REPORTS TO:	Principal
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:	<ol style="list-style-type: none">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. Provides training for all school staff in intervention and referral procedures.
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. Participates 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: Board of Education DATE: 3/10/10

REVISED: _____

EMPLOYEE SIGNATURE: _____ DATE: _____

Legal References:

<u>N.J.S.A.</u> 18A:6-7.1	Criminal history record; employee in regular contact with pupils, grounds for disqualification from employment; exception
<u>N.J.S.A.</u> 18A:6-10	Dismissal and reduction in compensation of persons under tenure in public school systems
<u>N.J.S.A.</u> 18A:16-1	Officers and employees
<u>N.J.S.A.</u> 18A:16-2	Physical examinations; requirement
<u>N.J.S.A.</u> 18A:25-2	Authority over pupils
<u>N.J.S.A.</u> 18A:26-1	Citizenship of teachers, etc.
<u>N.J.S.A.</u> 18A:26-1.1	Residence requirement prohibited
<u>N.J.S. A.</u> 18A:26-2	Certificates required; exception
<u>N.J.S.A.</u> 18A:27	Employment and contracts
<u>N.J.S.A.</u> 18A:28-3	No tenure for noncitizens
<u>N.J.S. A.</u> 18A:28-5	Tenure of teaching staff members
<u>N.J.S.A.</u> 18A:28-8	Notice of intention to resign required
<u>N.J.S.A.</u> 18A:40A	Substance abuse
<u>See particularly:</u>	
<u>N.J.S.A.</u> 18A:40A-18	Substance awareness coordinators
<u>N.J.A.C.</u> 6:3-3.1 <u>et seq.</u>	Conditions of employment for teachers
<u>N.J.A.C.</u> 6:3-4.1 <u>et seq.</u>	Supervision; observation and evaluation
<u>N.J.A.C.</u> 6:3-4A.4	Requirements of physical examinations
<u>N.J.A.C.</u> 6:3-5.1 <u>et seq.</u>	Seniority
<u>N.J.A.C.</u> 6:8-2.7(a) 4	Substance abuse prevention
<u>N.J. .A.C.</u> 6A:7	Managing for equality and equity in education
<u>N.J .A .C.</u> 6A:9	Professional licensure and standards

<u>N.J.A.C.</u> 6A:9-3.3	Professional standards for teachers
<u>N.J.A.C.</u> 6A:9-5	General certification policies
<u>N.J.A.C.</u> 6A:9-8	Requirements for instructional certificate
<u>N.J.A.C.</u> 6A:9-13.2	Substance awareness coordinator
<u>N.J.A.C.</u> 6A:9-15	Required professional development for teachers
<u>N.J.A.C.</u> 6A-16	Programs to support student development
<u>N.J.A.C.</u> 6A:16-3	Comprehensive substance abuse program
<u>N.J.A.C.</u> 6A:16-4	Procedures for substance abuse intervention
<u>N.J.A.C.</u> 6A:16-5	School Safety
<u>N.J.A.C.</u> 6A:16-6	Law enforcement operations for substance, weapons, and safety
<u>N.J.A.C.</u> 6A:16-7	Intervention and referral services
<u>N.J.A.C.</u> 6A:16-10	Reporting of allegations of child abuse
* <u>N.J.A.C.</u> 6A:24..	Urban education reform in the Abbott districts
<u>N.J.A.C.</u> 6A:24-6	Required programs in secondary schools

*Applies to Abbott districts only

Immigration Reform and Control Act of 1986, 8 IIS. 1100 et seq.

Manual for the Evaluation of Local School Districts (Revised September 2002)

No Child Left Behind Act of 2001, PL 107-110, 20 I&C_A. 6301 at seq.