



RANDOLPH TOWNSHIP SCHOOLS
25 SCHOOL HOUSE ROAD, RANDOLPH, NJ 07869

JOB DESCRIPTION

TITLE:

Substance Awareness
Coordinator

REPORTS TO:

Director of Special
Services

QUALIFICATIONS:

1. Master's Degree
2. Training and/or experience in identifying and counseling individuals who are substance abusers.
3. Shall hold a valid New Jersey Substance Awareness Coordinator certification.

GENERAL DESCRIPTION:

The Substance Awareness Coordinator is to develop and implement a comprehensive substance abuse program which will foster awareness and prevention of chemical dependency problems and which will provide intervention services to students who are identified as having substance abuse problems.

RESPONSIBILITIES MAY INCLUDE, BUT ARE NOT LIMITED TO:

1. Develop and coordinates a referral system for the early identification of students who are at risk of becoming substance abusers or who are demonstrating symptoms of substance abuse.
2. Develops and implements programs including intervention services and referral to appropriate agencies, to assist students at risk and those identified as demonstrating symptoms of substance abuse.
3. Develops prevention and informational programs for students, staff, and parents.
4. Knowledgeable about the K-12 curriculum concerning substance abuse and serves as a resource person for curriculum revision.
5. Works closely with child study teams, family life teachers, guidance counselors, school nurses, and administration in developing programs and providing resources to pupils who evidence a substance abuse problem.
6. Serves as a resource to parents and students who are seeking professional services outside the educational system to deal with a substance abuse problem.
7. Serves as the district's liaison with organizations and agencies that deal with substance abuse and coordinates school-based programs and services with community agencies serving chemically dependent youth.
8. Works closely with and serves as a member of the Randolph Township Municipal Alliance Committee.
9. Works collaboratively with law enforcement authorities.
10. District Harassment, Intimidation, and Bullying Coordinator.
11. Performs such other tasks and assume such other responsibilities as assigned by the Director of Special Services.

WORK YEAR: 10-month position.

DATE APPROVED:

February 19, 2013

BY:

Board of Education