

**CUMBERLAND REGIONAL SCHOOL DISTRICT
BRIDGETON, NEW JERSEY**

JOB DESCRIPTION

STUDENT ASSISTANCE COORDINATOR

JOB GOAL

The Student Assistance Coordinator (SAC) will oversee our district drug/alcohol/tobacco education and prevention program and will provide students struggling with these and other social/emotional issues with support and access to services that they need to be successful.

QUALIFICATIONS

1. Applicant must possess a Student Assistance Counselor or Substance Awareness Coordinator (SAC) Certificate issued by the NJ Department of Education.
2. A Teaching Certificate and/or School Counselor Certificate is preferred.
3. At least 1 year of professional experience in working with children and/or adolescents in an educational, social service, or health care facility is preferred.
4. Required criminal history background check and proof of U.S. citizenship or legal resident alien status.

DUTIES/RESPONSIBILITIES

1. Work with the Alcohol, Tobacco & Other Drugs (ATOD) administrator as needed.
2. Develop and administer substance abuse prevention education to the students, staff, and community.
3. Serve as an information resource for substance abuse prevention, curriculum development and instruction.
4. Assist with in-service training of school staff concerning substance abuse and related issues.
5. Assist the district in revising and implementing substance abuse and related policies and procedures.
6. Provide counseling and referral services to students regarding substance abuse and related problems.
7. Network with community service providers in order to coordinate effective substance abuse prevention/education and related treatment services.

ESSENTIAL SKILLS/ABILITIES

1. High integrity and ethical standards.
2. Possess positive people skills.
3. Excellent verbal and written communication skills.
4. Strong interpersonal and communication skills.
5. Excellent organizational skills and attention to detail.
6. Proficiency with technology resources.
7. Regular attendance.
8. Must be able to traverse school facility/grounds.

REPORTS TO

Principal or designee.

TERMS OF EMPLOYMENT

Work year and salary to be determined by the Board of Education.

EVALUATION

Performance of this position will be evaluated by the Principal or designee.

APPROVED BY: **Cumberland Regional Board of Education**
DATED: **October 26, 2017**
AMENDED: **June 24, 2021**