

TITLE: STUDENT ASSISTANCE COORDINATOR (SAC)

QUALIFICATIONS:

1. Valid New Jersey Instructional Certificate and Substance Awareness Coordinator Endorsement
2. Minimum experience as determined by the board
3. Demonstrated knowledge of substance abuse curriculum development, counseling and staff development
4. Ability to work effectively with students, staff, parents, outside agencies and community groups
5. Required criminal history check and proof of U.S. citizenship or legal resident alien status

REPORTS TO: Principal or designated district Administrator

SUPERVISES: The district's student services, as assigned, including substance abuse awareness and prevention program.

JOB GOAL:

Provide 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.

PERFORMANCE RESPONSIBILITIES:

Direct Assistance to Students and Parents

1. Assesses students' drug/alcohol involvement and makes appropriate referral to treatment facilities when necessary.
2. Works in cooperation with treatment facility, counselors, parents, school personnel and students in developing and following through with the students' aftercare plan.
3. Facilitates conferences with parents or child's guardian to review, discuss and/or implement appropriate steps and stages of intervention and options.
4. Provides short-term counseling or group counseling for students with substance abuse problems or concerns.
5. Implements and coordinates parent education programs related to substance awareness.

Administrative Duties

1. Assists in the coordination of supplemental programs and guest speakers.
2. Assists in the research and review of instructional materials for possible purchase and use.
3. 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.
4. Assesses the district's prevention/intervention program on an annual basis and makes recommendations.
5. Maintains professional competence and continuous improvement through inservice education activities and other professional growth activities.
6. Maintains a continuing review of statutes and codes related to drug and alcohol programming.
7. Assists with the development and annual review of policies and procedures regarding substance abuse, use and chemical health education, and recommends changes to administration.

Interaction with Other Staff and with Community Groups

1. Works in cooperation with resources available within the school district (i.e. child study team, guidance counselors, nurses, etc.).
2. Assists in the design, implementation and coordination of staff development related to substance awareness.
3. Provides inservice education for all teachers and staff responsible for the delivery of chemical health education.
4. 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.
5. Participates in the community-based Municipal Alliance to facilitate the liaison between school and community.
6. Provides coordination of school-based prevention programs with community-based prevention programs.
7. Develops community awareness through active participation as a school liaison to appropriate community groups and organizations.

Miscellaneous

1. Crisis intervention
2. 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.

ANNUAL

EVALUATION: Performance of this job will be evaluated annually in accordance with NJ State law and the provisions of the board's policy on evaluations