



KINGSWAY REGIONAL SCHOOL DISTRICT JOB DESCRIPTION

Student Assistance Coordinator (SAC)

(Approved: 4/27/17)

Qualifications:

1. Bachelor's degree required
2. Holds a Student Assistance Coordinator (SAC) Certificate
3. Committed to ongoing professional collaboration with students, community, faculty, and administration for the advancement of student success.
4. Possesses specific training to identify and address student substance abuse, mental health and behavioral problems and apply

Reports to:

Superintendent and/or designee

Job Goal:

To design and implement specific research-based strategies that promote intellectual, social, and physical growth in all identified students at-risk for drug and alcohol abuse, violence, bullying, depression, suicide, stress and anxiety disorders, gambling, eating disorders, gang involvement, and other social/emotional issues and related issues.

Performance Responsibilities:

1. Identify, address and monitor individual students as well as coordinate and oversee district prevention/intervention efforts to assist students at-risk for drug and alcohol abuse, violence, bullying, depression, suicide, stress and anxiety disorders, gambling, eating disorders, gang involvement, and other social/emotional issues and related issues.
2. Assists with the in-service training of school staff concerning prevention/intervention programs/efforts.
3. Schedules and evaluates school-wide assemblies or guest speaker opportunities as they relate to prevention/intervention programs/efforts.
4. Serves as an information resource for prevention/intervention programs, curriculum development and instruction;
5. Assists the district in revising and implementing prevention/intervention programs and related policies and procedures;
6. Develops and administers prevention/intervention programs and related intervention services in the district;
7. Serves as member of the District's student support teams (such as crisis, 504, I&RS, and emergency management teams);
8. Provides counseling, follow-up/possible on-going counseling and referral services to students regarding prevention/intervention efforts and related problems; and
9. Cooperates with community service providers or other officials in the rendering of prevention/intervention programs and related treatment services.
10. Performs all other duties as assigned by the Superintendent and/or designee.

Employment conditions:



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Contract year:	September 1 to June 30 (10 Mos.)
Job Family	Professional Staff
Pay Grade/Compensation Structure:	G10
Evaluation:	In accordance with Board policy