

## **Student Assistance Specialist**

**Title:** Student Assistance Specialist

**Reports to:** Supervisor of Student Services and Building Principal

**Position summary:**

**Qualifications:** Must hold New Jersey Certification in Student Personnel Services, Guidance Counselor, School Counselor, School Psychologist, or School Social Worker. Candidate may hold LDTC certification provided appropriate counseling coursework and experience is present.

**Work Year:** 10 months

**Duties:**

1. Demonstrates a real and personal interest in student concerns and aspirations.
2. Provides individual and group counseling where needed to ameliorate problems that involves substance abuse, academic, social and personal issues.
3. Coordinates the activities of the Student Services Councils.
4. Facilitates the implementation of the new substance abuse curriculum into the elementary schools.
5. Assists teachers in addressing issues that involves the home environment.
6. Attends Student Assistance Program meetings.
7. Maintains a daily log of activities to be utilized in future program planning and evaluation.
8. Maintains a flexible work schedule to meet the needs of the community (evening hours required).
9. Provides a developmental program for students that includes: values clarification, problem-solving techniques, career education, study skills and in-service staff in these areas.
10. Works cooperatively with building administrators and staff.
11. Prepares a monthly report indicating the number of cases, outcomes, follow-up, etc.
12. Provides pre-referral intervention to reduce the need for Special Education.

13. Identifies situations which are risks to learning.
14. Develops and implement plans for the periodic crises facing children in their schools and classrooms and to minimize the negative effects of such problems.
15. Assists in implementing programs which will maximize the climate for learning.
16. To teach students behaviors and skills which will promote further learning and reduce the chances of involvement in destructive behavior.
17. Maintains open lines of communication with parents.
18. Serve as a student advocate with teachers or administrators when necessary.
19. Develops, implements and facilitates parent support programs (evening presentations/workshops).
20. Participates in a district Student Assistance Advisory Committee.
21. Provides in-service for staff with focus on developing strategies for the classroom teacher.
22. Serves as the school liaison with D.C.P.&P.
23. Meets with students to assess their counseling needs and make appropriate recommendations.
24. Performs other duties which may be within the scope of his/her employment and certifications and may be assigned by his/her superior(s) under authority of the Board of Education.

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