



WALL TOWNSHIP PUBLIC SCHOOLS

Title: Student Assistance Coordinator

Qualifications:

1. Shall possess a New Jersey Student Assistance Coordinator Certificate
2. Minimum of 2 years of experience working with adolescents in a school setting or related field preferred
3. Strong understanding of adolescent development, mental health issues, and prevention
4. Ability to build a positive rapport with students, parents, and school staff in an effort to provide additional support resources and services

Reports to:

1. Director of Intervention Services and Student Wellness K-12
2. Director of Guidance

Job Goal: The SAC plays a vital role in fostering a safe and supportive learning environment by identifying and addressing the academic, social, emotional, and behavioral needs of students

Performance Responsibilities:

1. Conduct individual assessments to identify students experiencing academic difficulties, substance abuse, mental health concerns, bullying, or other challenges
2. Provide short-term individual and group counseling and referrals to appropriate resources for students in need
3. Collaborate with teachers, counselors, social workers, and administrators to develop and implement intervention plans for at-risk students
4. Works in cooperation with resources available within the school district (i.e., child study team, school counselors, I&RS Team, 504 Building Team, nurses, etc.)
5. Facilitate student support groups on topics such as study skills, stress management, and social-emotional learning
6. Develop and implement school-wide programs on topics related to student well-being, such as substance abuse prevention, suicide prevention, and bullying prevention
7. Assists as directed to meet the requirements of the district's HIB program
8. 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, agencies
9. Assesses students' drug/ alcohol involvement and makes appropriate referrals to treatment facilities when necessary
10. Plans home visits or office interviews with family members to assess past and present history and development as well as family dynamics and interactions that are relevant to the child's health and wellbeing
11. Observes pupils in classrooms and other school settings



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12. Works in cooperation with treatment facility, counselors, parents, school personnel and students in developing and following through with the students' aftercare plan
13. Assists in the design, implementation, and coordination of staff development related to substance awareness and prevention strategies for at-risk students
14. Provide leadership in the development, implementation, and coordination of a comprehensive chemical health education curriculum to achieve NJ Student Learning Standards and district educational goals and objectives
15. Assists in the coordination of supplemental programs and guest speakers for prevention education
16. Assists with the development and annual review of policies and procedures regarding substance abuse, use, and chemical health education, and recommends changes to administration
17. Maintains a continuing review of statutes and codes related to drug and alcohol programming
18. Assesses the district's prevention/ intervention program on an annual basis and makes recommendations
19. Assists the administration in assessing the mental, social, and physical health and safety of students
20. Track and analyze data related to student interventions and support services
21. Implements and coordinates parent education programs related to substance awareness, mental health, suicide prevention, and other topics related to student wellness and safety
22. Develops community awareness and partnerships through active participation as a school liaison to appropriate community groups and organizations
23. Provides coordination of school-based prevention programs with community-based prevention programs
24. Maintain accurate and confidential student records in accordance with state and federal regulations
25. Other related duties assigned by the Director of Interventions Services and Student Wellness K-12 consistent with the certification.

Terms of Employment:

10-month position; Salary and job description shall be subject to and consistent with the terms and conditions of employment set forth in the collective bargaining agreement between the WTEA and the Wall Board of Education.

Evaluation:

Performance of this position will be evaluated annually in accordance with the provisions of state law and the Board's policy on evaluation of certificated personnel.



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Approved: October 15, 2024