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**TITLE:** SUBSTANCE AWARENESS COORDINATOR A.K.A. Student Assistance Counselor

**REPORTS TO:** Principal, Director of Guidance, Superintendent of Schools

**QUALIFICATIONS:**

1. Valid N.J. Instructional Certificate and Substance Awareness Coordinator endorsement.
2. Minimum three years' experience as a teacher, guidance counselor or school social worker
3. Successful experience in substance abuse curriculum development
4. Ability to work effectively with students, staff, parents, outside agencies and community groups

**SUPERVISES:** The district's substance abuse awareness and prevention program

**JOB GOAL:** To provide leadership in the development of substance abuse prevention and intervention activities in the school-community.

**PERFORMANCE RESPONSIBILITIES:**

1. Provides leadership in the development, implementation and coordination of a comprehensive chemical health education curriculum.
2. Assists in the coordination of supplemental programs and guest speakers.
3. Assists in the research and review of instructional materials for possible purchase and use.
4. 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.
5. Works in cooperation with resources available within the school district (i.e. child study team, guidance counselors, nurses, etc.).
6. Assesses students' drug/alcohol involvement, makes appropriate referral to treatment facilities when necessary.
7. Works in cooperation with treatment facility, counselors, parents, school personnel and students in developing and following through with the students' aftercare plan.
8. Provides short-term counseling or group counseling for students with substance abuse problems or concerns.
9. Assesses the district's prevention/intervention program on an annual basis and makes recommendations.
10. Facilitates conferences with parents or child's guardian to review, discuss and/or implement appropriate steps and stages of intervention and options.
11. Assists in the design, implementation and coordination of staff development related to substance awareness.
12. Provides in-service for all teachers and staff responsible for the delivery of chemical health education.
13. Provides training for all school staff in intervention and referral procedures.
14. Serves as a resource to district personnel on substance awareness/abuse issues as well as on the availability of training programs.
15. Maintains professional standards through readings, attendance at conferences, and membership in professional organizations.
16. Assists in the development and annual review of the districts drug and alcohol policy.
17. Maintains a continuing review of statutes and codes related to drug and alcohol programming.
18. Assists with the development and annual review of policies and procedures regarding substance abuse, use and chemical health education, and recommends changes to administration.
19. Assists the administration in assessing school substance use.
20. Implements and coordinates parent education programs related to substance awareness.
21. Serves as a member of or participates in the community-based programs
22. Provides coordination of school-based prevention programs with community-based prevention programs.
23. Develops community awareness through active participation as a school liaison to appropriate community groups and organizations.

**TERMS OF**

**EMPLOYMENT:** As set forth in the collective bargaining agreement between the Board and the WTEA

**EVALUATION:** Performance of this job will be evaluated annually in accordance with state law and the provisions of Board of Education policy on evaluation of certified staff.

**APPROVED:** August 3, 2004