

JOB DESCRIPTION

PATERSON BOARD OF EDUCATION

SUPERVISORS – EDUCATION
1760 Supervisor of Substance Awareness
K-12/Career Education Grades 5-8
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REVISED

JOB TITLE: **SUPERVISOR OF SUBSTANCE AWARENESS K-12/CAREER
EDUCATION GRADES 5-8**

REPORTS TO: **Assistant Superintendent of Pupil Personnel Services and/or
Assistant Superintendent Designee**

SUPERVISES: **Substance Awareness Coordinators**

NATURE AND SCOPE OF JOB:

Plans, implements, supervises, and evaluates a comprehensive substance awareness program to ensure that all students are free of substance abuse of drugs, alcohol, tobacco, anabolic steroids, and controlled dangerous substances. Responsibilities include staff development, curriculum development, counseling/intervention/treatment services, coordination of community/school programs and services as well as policy and procedure review.

QUALIFICATIONS:

The Supervisor of Substance Awareness K-12/Career Education Grades 5-8 shall:

1. Hold a valid New Jersey supervisor's certificate in accordance with the requirements of N.J.S.A. 18A:27.1 et seq., and N.J.A.C. Title 6 Chapter 11 with a substance awareness coordinator endorsement (N.J.A.C. 6:11-11.5) and other appropriate endorsement(s) in accordance with the requirements of N.J.A.C. 6:11-10.1 et seq. The licensure shall include a State-approved school residency of at least six months, with a minimum of 300 clock hours of supervised practicum and professional experiences. Hold a certificate as a Substance Awareness Coordinator.
2. Hold a Master's Degree from an accredited college or university.
3. Have at least five (5) years of experience as a teacher, counselor and/or supervisor/administrator preferred.
4. Hold and maintain a valid driver's license with no serious violations.
5. Have excellent experience in teaching and working with children, adolescents and adults. Demonstrate the ability to listen well to need and concerns.

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6. Have excellent experience in working with adults, teachers, parents, and community members.
7. Demonstrate knowledge and understanding of the components of a comprehensive substance awareness program, child growth and development, substance use assessment, and the resources available in the school and community to assist students.
8. Have excellent integrity and demonstrate good morals character and initiative.
9. Exhibit a personality that demonstrates enthusiasm and sensitive interpersonal skills to relate well with students, staff administration, parents, and the community.
10. Demonstrate the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary.
11. Demonstrate the ability to use electronic equipment for word processing, data management, information retrieval, audio and visual presentations, and telecommunications.
12. Provide proof of U.S. citizenship or legal resident alien status by completing Federal Form I-9 in compliance with the Immigration Reform and Control Act of 1986.
13. Provide evidence that a criminal record history check has been conducted and clearance has been given by the Department of Education. During the initial six month period provide a sworn statement that the individual has not been convicted of a crime or a disorderly person offense in accordance with 18A:6-7.1
14. Provide evidence that health is adequate to fulfill the job functions and responsibilities with reasonable accommodation pursuant to 42 U.S.C. 12101 and in accordance with N.J.A.C. 6:3-4A.4
15. Pass the State required Mantoux Intradermal Tuberculin Test as required by N.J.A.C. 6:3-4A.4.
16. Meet such alternatives to the above qualifications as the Superintendent may find appropriate, acceptable and legal.

VERIFICATION OF COMPETENCY:

1. District application and resume.
2. Required documentation outlined in the qualifications above.

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3. A minimum of three letters of reference from former employers, teachers, professors or other professional sources, or copies of recent evaluations and observations of teaching and guidance performance.
4. Official College Transcripts.
5. Employment interview.

EMPLOYMENT TERMS:

The Supervisor of Substance Awareness K-12/Career Education Grades 5-8 shall be employed under the following terms.

1. Work year of twelve months.
2. Salary, or hourly wage, benefits, and leave time as specified in the Collective Bargaining Agreement.
3. Conditions established by all laws and codes of the State, and all policies, rules, and regulations established by the Board of Education (N.J.S.A. 18A:27-4 et seq.).

JOB FUNCTIONS AND RESPONSIBILITIES:

The Supervisor of Substance Awareness K-12/Career Education Grades 5-8 shall:

1. Establish high standards and expectations for all students for academic performance, pupil services and responsibility for mature behavior.
2. Plan, implement, supervise, and evaluate a comprehensive substance awareness program in accordance with N.J.S.A. 18A:40A-1 et seq. that includes:
 - Staff development of Substance Awareness Coordinators concerning substance abuse issues and the district's programs and services.
 - Curriculum development and revision
 - Instructional programs
 - Coordinated counseling, intervention, and treatment services.
 - Policy and procedures to address substance use by students.

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3. Assist the preschool-12 instructional and supervisory staff with the planning and implementing of sequential and comprehensive instructional program to address the Comprehensive Health and Physical Education Core Curriculum Content Standards and other curriculum guidelines developed by the State. The program shall include instruction appropriate for each grade level in:
 - The nature of drugs, alcohol, tobacco, anabolic steroids and controlled dangerous substances.
 - The physiological, psychological, sociological, and legal effects of substances on the individual, the family, and society (N.J.S.A. 18A:40A-1, 2).
 - Health promotion and disease prevention concepts and health-enhancing behaviors.
 - Health-enhancing personal, interpersonal, and life skills.
4. Plan, organize, supervise, and evaluate a comprehensive staff development program that addresses issues of substance use, indicators of use, responsibilities of the staff, intervention strategies, and the procedures and services of the district and the community. (N.J.S.A. 18A:40A-15). Included in the on-going staff development shall also be programs for teachers teaching substance awareness curriculum (N.J.S.A. 18A:40A-3).
5. Plan, organize, supervise, and evaluate comprehensive parent education and outreach programs following the guidelines of the State and district (N.J.S.A. 18A:40A-16 et seq.). The ongoing program for parents shall include:
 - Review of curriculum and how the parent can support the program of studies.
 - Information on the pharmacology, physiology, psychosocial and legal aspects of substance use.
 - Information on school and district policies and procedures regarding substance use.
 - Information on district and community resources for prevention, early intervention, treatment, and rehabilitation.
6. Collect and analyze data regarding substance use of students, the effectiveness of the programs and services of the district, and the need for new programs or modifications to existing programs. Share results with appropriate staff and use the information to make recommendations.

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7. Coordinate loans of educational materials developed by the State to nonpublic schools (N.J.S.A. 18A:40A-5).
8. Plan, organize, supervise, and evaluate a program for identifying and assisting students at high risk for use and addiction, particularly those with a family history of use.
9. Plan, organize, supervise, and evaluate comprehensive substance use counseling, crisis intervention and treatment services, coordinated among the schools and community resources. The services shall include identification, assessment, individual and group counseling, support groups, referrals to other agencies and services, and aftercare support.
10. Serve as a district representative on the community Municipal Alliance.
11. Assist school and district administrators in the development and regular review of substance use policies and procedures, ensuring that they are effective and meet statute and code requirements.
12. Coordinate the process and procedures for reporting, examining, and treating students suspected of use, and ensure that they are in compliance with statute and code (N.J.S.A. 18A:40A-12).
13. Maintain accurate student records, protecting the privacy and confidentiality of information, in accordance with school policy and federal and State law (N.J.S.A. 18A:40A-7.1)
14. Assist in the recruitment, interviewing and recommending of substance awareness coordinators.
15. Participate in orientation of new staff members and plan orientation for new school substance awareness coordinators.
16. Assist building administrators with evaluation of assigned substance awareness coordinators.
17. Cooperate with juvenile justice officials when necessary in providing information and rendering substance use treatment services, following district and State policies and the Memorandum of Agreement between Education and Law Enforcement Officials.
18. Work closely with other school personnel to prevent students from dropping out of school, particularly those with substance use issues, and assist with finding alternative programs or employment when necessary.
19. Conduct conferences with students, parents, teachers, and administrators to help all to understand and assist students in achieving success in the school and in positive, substance-free personal growth.

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20. Coordinate school community resources when needed to assist student and parents, working closely with other school personnel, including the administration, nurse, social worker, learning disabilities teacher consultant, attendance officer, and others.
21. Prepare grant and other applications as requested.
22. Display the highest ethical and professional behavior and standards when working with students, parents, school personnel, and other agencies associated with the school.
23. Use excellent written and oral English skills when communicating with students, parents, and colleagues.
24. Assume responsibility for all students within the school, beyond those specifically assigned, supervising in a fair and constructive manner to ensure the safety and well being of all students.
25. Ensure the safety and health of all students, notifying the administration of any unsafe conditions following established procedures.
26. Attend required staff meetings and serve, as appropriate, on staff committees. Participate in curriculum and program development journals, participation in professional development, and involvement in professional organizations.
27. Prepare, submit and manage an annual budget for the substance awareness department in accordance with the district business office.
28. Summarize, interpret, and disseminate current developments in the substance use and counseling fields, through reading of professional journals, participation in professional development, and involvement in professional organizations.
29. Continue to grow professionally through collaboration with colleagues and professional growth experiences.
30. Maintain a safe working condition and operate electronic and other equipment needed to carry out job functions and responsibilities.
31. Protect confidentiality of records and information gained as part of exercising professional duties and use discretion in sharing such information within legal confines.
32. Perform any duties that are within the scope of employment and certifications, as assigned by the Supervisor of Pupil Personnel Services, Principal, and State District Superintendent and not otherwise prohibited by law or regulation.
33. Adhere to New Jersey school law, State Board of Education rules and regulations, Board of Education policies and regulations, school regulations and procedures, and contractual obligations.

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34. Oversee the District's Safe and Drug-Free School Program
35. Oversee counseling, by substance awareness coordinators, to students in grades 5-8 concerning career exploration, vocational guidance and career development.
36. Oversee substance awareness coordinators working cooperatively with school counselors, in the planning, implementation and monitoring of career information, vocational opportunities, transition planning and of the application of the career portfolio curriculum.
37. Assist in the training of K-8 substance awareness coordinator's in the areas of career development.
38. Prepare, submit and manage an annual budget for materials, supplies, and equipment and assist with ordering, of these materials to support career education grades 5-8.
39. Selects, complies and organizes instructional materials that foster the development of self-knowledge, educational and occupational exploration, and career planning skills.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential responsibilities and functions of the job.

Unless reasonable accommodations can be made, while performing this job this staff member shall:

1. Use strength to lift items needed to perform the function of the job.
2. Sit, stand and walk for required periods of time.
3. Speak and hear.
4. Use close vision, color vision, peripheral vision and depth perception along with the ability to focus vision.
5. Communicate effectively in English, using proper grammar and vocabulary. American Sign Language or Braille may also be considered as acceptable forms of communication.
6. Reach with hands and arms and use hands and fingers to handle objects and operate tools, computers, and/or controls.

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ENVIRONMENTAL DEMANDS:

The environmental demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive.

1. Exposure to a variety of childhood and adult diseases and illnesses.
2. Occasional exposure to a variety of weather conditions.
3. Exposure to heated/air conditioned and ventilated facilities.
4. Exposure to a building in which a variety of chemical substances are used for cleaning.
5. Function in a workplace that is usually moderately quiet but that can be noisy at times.

EVALUATION

The Assistant Superintendent of Pupil Personnel Services or other designee of the State District Superintendent shall evaluate the Supervisor of Substance Awareness K-12/Career Education Grades 5-8 in accordance with Policy No. 3223, and Regulation Nos. 3223.1 or 3223.2, this Job Description and such other criteria as shall be established by the Board of Education.

Approved

Date