

# JOB DESCRIPTION

# PATERSON BOARD OF EDUCATION

CHILD STUDY TEAM/COUNSELOR  
/MEDICAL PERSONNEL  
3209 Student Assistance Coordinator  
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## REVISED

**JOB TITLE:** STUDENT ASSISTANCE COORDINATOR

**REPORTS TO:** The Principal and District Supervisor of Student Assistance Programs

**SUPERVISES:** Students

### **NATURE AND SCOPE OF JOB:**

Plans, implements, supervises, and evaluates a comprehensive student assistance program, in assigned building(s), 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, instructional programs, counseling/intervention/treatment services, coordination of community/school programs and services as well as policy and procedure review.

### **QUALIFICATIONS:**

The Student Assistance Coordinator shall:

1. Hold a valid New Jersey substance awareness coordinator endorsement/student assistance coordinator (N.J.A.C. 6A:9B-14.2) in accordance with the requirements of N.J.A.C. 6:A: 9B-14.2). The licensure shall include a State-approved school residency of at least six months, of supervised practicum and professional experiences.
2. Hold and maintain a valid driver's license with no serious violations.
3. Have excellent experience in working with children, adolescents and adults. Demonstrate the ability to listen well to needs and concerns.
4. Have excellent experience in working with adults, teachers, parents, and community members.
5. Demonstrate knowledge and understanding of the components of a comprehensive student assistance program, child growth and development, substance use assessment, and the resources available in the school and community to assist students.
6. Have excellent integrity and demonstrate good moral character and initiative.
7. Exhibit a personality that demonstrates enthusiasm and sensitive interpersonal skills to

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relate well with students, staff, administration, parents, and the community.

8. Demonstrate the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary.
9. Demonstrate the ability to use electronic equipment for word processing, data management, information retrieval, audio and visual presentations, and telecommunications.
10. 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.
11. 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 persons offense in accordance with 18A:6-7.1.
12. 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.
13. Pass the State required Mantoux Intradermal Tuberculin Test as required by N.J.A.C. 6:3-4A.4.
14. Meet such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

## **VERIFICATION OF COMPETENCY:**

1. District application and resume.
2. Required documentation outlined in the qualifications above.
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 Student Assistance Coordinator shall be employed under the following terms:

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1. Work year of ten 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 Student Assistance Coordinator shall:

1. Establish high standards and expectations for all students for academic performance and responsibility for behavior.
2. Plan, implement, supervise, and evaluate a comprehensive student assistance program, assigned building(s), in accordance with N.J.S.A. 18A:40A-1 et seq. that includes:
  - Staff development concerning substance abuse issues, the district's programs and services, and assist in training of the crisis intervention manual.
  - Curriculum development and revision.
  - Instructional programs.
  - Coordinated counseling, intervention, mental health and treatment services.
  - Coordinated community and school programs and services
  - Policy and procedures to address substance use by students.
3. Assist the K-12 instructional and supervisory staff with the planning and implementing of a sequential and comprehensive instructional program to address the Comprehensive Health and Physical Education Standards and other curriculum guidelines developed by the State. Teach lessons when appropriate or assigned. 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, including mental health.
  - 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.

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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-16-17 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 and mental health.
  - Information on district and community resources for prevention, early intervention, treatment, and rehabilitation, including mental health.
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.
7. Plan, organize, supervise, and evaluate a program for identifying and assisting students at a high risk for use and addiction, particularly those with a family history of use.
8. Plan, organize, supervise, and evaluate comprehensive substance use counseling, 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.
9. 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.
10. 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).
11. Counsel students, including crisis intervention, for students with substance use issues, referring students to other resources and agencies as needed.
12. Maintain a confidential daily log of all counseling sessions.
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). 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*.

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14. Submit Student Assistance Coordinator Monthly Reports on specified due dates.
15. Follow department activities in schools, as provided.
16. Follow department and district protocol/procedures as directed (attendance, submission of documents, substance abuse policy and procedures, crisis intervention, requested by supervisor/director, i.e. – PGOs).
17. Participate (not coordinate) on the Intervention and Referral Services Team (IRST). Assist in the assessment and diagnosis of the learning, social, and emotional needs and styles of students, using a variety of techniques. Recommend adjustment in learning experiences accordingly, requesting advice and assistance from specialists when appropriate.
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.
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.
20. Coordinate school and community resources when needed to assist a student and parents, working closely with other school personnel, including the administration, nurse, social worker, learning disabilities teacher consultant, attendance officer, and others.
21. Assist in preparing grant and other applications **as requested** by supervisor/director and approved by deputy superintendent.
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. Provide a nurturing, supportive, and positive climate, using positive motivation that encourages student responsibility and earns respect.
24. Use excellent written and oral English skills when communicating with students, parents, and colleagues.
25. 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.
26. Assist with extra-curricular activities, supporting the total program of the school. Attend student events to demonstrate genuine interest in the life of the students.
27. Ensure the safety and health of all students, notifying the administration of any unsafe conditions following established procedures.

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28. Create a stimulating, attractive, organized, functional, healthy, and safe office, with proper attention to the visual, acoustic, and thermal environments.
29. Serve as a role model for students, dressing professionally, demonstrating the importance and relevance of learning, accepting responsibility in school, and demonstrating pride in the honorable profession of teaching and counseling.
30. Attend required staff meetings and serve, as appropriate, on staff committees. Participate in curriculum and program development, and in the selection of materials and equipment to support instruction.
31. 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, such as *Association of Student Assistance Professionals of New Jersey*.
32. Continue to grow professionally through collaboration with colleagues and professional growth experiences. Complete the required 20-hours per year of qualifying experiences in accordance with State and district procedures, as specified in the Professional Improvement Plan (N.J.A.C. 6: 9C-4.4).
33. Maintain a safe working condition and operate electronic and other equipment needed to carry out job functions and responsibilities.
34. Protect confidentiality of records and information gained as part of exercising professional duties and use discretion in sharing such information within legal confines.
35. Perform any duties that are within the scope of employment and certifications, as assigned by the District Supervisor of Student Assistance Programs, Director of Guidance and Counseling, and not otherwise prohibited by law or regulation. The position of Student Assistance Coordinator shall be separate and distinct from any other employment position in the district (N.J.S.A. 18A:40A-18).
36. Adhere to New Jersey school law, State Board of Education rules and regulations, Board of Education policies and regulations, Student Assistance Department policies and procedures, school regulations and procedures, and contractual obligations.

### 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



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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 the staff member shall:

1. Use strength to lift items needed to perform the functions 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.

### **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, instruction, and/or operation of equipment.
5. Function in a workplace that is usually moderately quiet but that can be noisy at times.

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### EVALUATION:

The District Supervisor of Student Assistance Programs, the Director of Guidance and Counseling and the Principal shall evaluate the Student Assistance Coordinator in accordance with Policy Nos. 3221 or 3222, Regulation Nos. 3221 or 3222, this Job Description and such other criteria as shall be established by the Board of Education.

  
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Approved

  
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Date