



## RANDOLPH TOWNSHIP SCHOOLS JOB DESCRIPTION

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TITLE: Student Assistance Coordinator  
REPORTS TO: Director of Special Services

### QUALIFICATIONS:

1. Master's Degree
2. Training and/or experience in identifying and counseling individuals who are substance abusers
3. Possess a New Jersey Student Assistance Coordinator Endorsement.
4. Demonstrated knowledge of substance abuse curriculum development, counseling and staff development.
5. Ability to work effectively with students, staff, parents, outside agencies, and community groups.
6. Compliance with all statutory regulations and district requirements for securing public school employment is required.

### GENERAL DESCRIPTION:

The Student Assistance Coordinator is to develop and implement a comprehensive substance abuse program with an emphasis on prevention, intervention, referral, and after care.

### ESSENTIAL JOB FUNCTIONS:

1. Creates an environment, free from regular school procedures to which students and parents can turn for assistance.
2. Works with the School Counselor and CST to develop a system of procedures to be used whenever a student appears to be in distress.
3. Develops procedures for identifying students in need of services.
4. Provides therapy/counseling for the students identified as being in a crisis.
5. Provides substance abuse counseling for all students both voluntary and referred.
6. Works collaboratively with administrators to define "at-risk" and identifies all at-risk students.
7. Actively participates in and monitors the progress of students during treatment and other environments as deemed necessary.
8. Presents training for all teachers and administrators. In addition to providing information to parents, as needed.
9. Informs parents when a student is deemed at-risk and provides recommendations in writing for continued therapy if needed.
10. Serves as a Substance Abuse liaison officer with the appropriate community and state agencies.
11. Develops and implements a therapy plan for each student on their caseload
12. Prepares and maintains records of all students receiving therapy.
13. Develops and maintains in-school student support groups.
14. Provides appropriate information to all agencies and people involved with the delivery of services to students.
15. Assists in the selection of materials such as supplies, books, equipment, audiovisual aids, and software pertaining to substance abuse.
16. Applies for grants relative to the development of programs for students "in crisis".
17. Annually evaluates the effectiveness of any treatment programs.
18. Assist with maintaining and the annual review of the Crisis Manual.
19. May serve as the District Anti-Bullying Coordinator.

20. Conducts a semi-annual analysis and presentation of all cases to building and/or district administrators.
21. Performs such other tasks and assumes such other responsibilities as assigned by the Director of Special Services.

WORK YEAR: Ten-month employee  
BARGAINING UNIT: Randolph Education Association  
DATE APPROVED: July 17, 2025  
APPROVED BY: Board of Education