Tenafly PUBLIC SCHOOLS

STUDENT ASSISTANCE COORDINATOR

Qualifications:

- Valid New Jersey Educational Services Certificate with Student Assistance Coordinator Endorsement or eligibility
- Demonstrated knowledge of mental health/substance curriculum development, counseling, and staff development
- Ability to work effectively with students, staff, parents, outside agencies, and community groups
- Minimum experience as determined by the board
- Required criminal history check and proof of U.S. citizenship or resident alien status

Primary Function:

The Student Assistance Coordinator provides leadership in developing and implementing prevention, intervention, counseling, and referral services that support students' social-emotional, behavioral, mental health, and substance use needs. The position collaborates with students, families, staff, and community agencies to promote student wellness, provide assessment and counseling services, coordinate interventions and referrals, and support academic success and healthy decision-making.

Direct Report:

Director of Guidance or Designee

Specific Duties and Responsibilities:

Counseling Services

- Provide individual and group counseling services to students experiencing substance use, mental health, social-emotional, behavioral, academic, and executive functioning concerns.
- Utilize counseling principles, evidence-based practices, and knowledge of human development to support student growth, adjustment, resilience, academic achievement, and overall well-being.
- Assist students in developing coping, problem-solving, and decision-making skills while establishing goals and action plans aligned with their individual needs, interests, and abilities.
- Assist students in understanding and resolving personal, interpersonal, academic, and behavioral concerns through professional counseling relationships.
- Develop and implement developmental, preventive, responsive, and crisis counseling interventions tailored to individual student needs.
- Provide crisis intervention and short-term counseling services as appropriate.
- Perform other duties as required and assigned by the Director of Guidance or designee.

Assessment and Evaluation

- Conduct comprehensive assessments and evaluations within the scope of professional practice to identify students' social-emotional, behavioral, mental health, substance use, and adjustment needs and determine appropriate interventions.
- Assess student involvement with alcohol, tobacco, and other drugs and determine the need for referral, treatment, or support services.
- Utilize appropriate assessment instruments, appraisal techniques, and diagnostic tools consistent with professional standards and the scope of practice.
- Analyze assessment findings and prepare reports, recommendations, and intervention plans to support student success.
- Communicate assessment findings and recommendations to appropriate school personnel and families while maintaining confidentiality requirements.
- Maintain accurate, confidential, and legally compliant records of assessments, counseling services, referrals, and related documentation.

Student Intervention and Referral Services

- Develop, implement, and coordinate systems for the identification and support of students at risk for substance use, mental health concerns, and other barriers to success.
- Coordinate intervention services and referrals with local, state, and community agencies, treatment providers, and support organizations.
- Collaborate with students, families, treatment providers, and school personnel to develop, implement, and monitor intervention, aftercare, and re-entry plans.
- Facilitate conferences with parents/guardians and school personnel to address student concerns, explore intervention options, and coordinate support services.
- Provide resources and support to help students achieve academic, behavioral, social-emotional, and personal goals.

Family Engagement and Consultation

- Partner with parents and guardians to support student wellness, prevention efforts, intervention planning, and ongoing student success.
- Develop and coordinate parent education programs related to substance use prevention, mental health awareness, and available community resources.
- Provide consultation and resources to families regarding students' behavioral, emotional, social, mental health, and substance use concerns, including treatment options, assessment findings, intervention recommendations, and available school- and community-based support.

Staff Development and Professional Learning

- Assist in the design, implementation, and coordination of professional development activities related to substance use prevention, mental health awareness, student wellness, and related student support services.
- Provide in-service training and consultation to teachers, administrators, counselors, and support staff regarding student behavioral, emotional, mental health, and substance use concerns.
- Train and collaborate with school personnel to implement effective intervention, referral, response, and support strategies for students experiencing academic, behavioral, social-emotional, mental health, or substance use challenges.
- Serve as a resource to staff regarding factors that influence student development, adjustment, behavior, learning, and overall well-being.

Terms of Employment:

Teachers' Work Year, salary and other terms and conditions as assigned by the Board and negotiated by the TEA.

Evaluation:

To be evaluated by the Director of Guidance or Designee in accordance with New Jersey laws and regulations and Tenafly Board of Education policy.

Board Approved:

11/13/2012 - Resolution #P-12

Revised:

02/14/2022 - Resolution #P-10
03/15/2024 - Resolution #P-11
09/14/2026 - Resolution #P-11