

## UNION TOWNSHIP PUBLIC SCHOOLS

### Student Services

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#### **TITLE: STUDENT ASSISTANCE COORDINATOR (SAC)**

#### **QUALIFICATIONS:**

1. Valid New Jersey Instructional Certificate (School Counseling or Student Personnel Services) and Substance Awareness Coordinator Endorsement
2. Minimum experience as determined by the board
3. Demonstrated knowledge of substance abuse curriculum development, counseling and staff development
4. Ability to work effectively with students, staff, parents, outside agencies and community groups
5. Required criminal history check and proof of U.S. citizenship or legal resident alien status
6. Current residency in New Jersey, approved residency waiver or candidate agrees to obtain residency within one year of employment

**REPORTS TO:** School Counseling Services Supervisor/Superintendent

**SUPERVISES:** The district's student services, as assigned, including substance abuse awareness and prevention program.

#### **JOB GOAL:**

Provide leadership in the development, implementation and coordination of a comprehensive chemical health education curriculum to achieve state core curriculum content standards and district educational goals and objectives. Also to work intensively with those students who have been unable to function effectively in the several school programs and to deal immediately with individual student problems of a crisis nature in a constructive, supportive, and nonjudgmental manner.

#### **PERFORMANCE RESPONSIBILITIES:**

##### Direct Assistance to Students and Parents

1. Assesses students' drug/alcohol involvement and makes appropriate referral to treatment facilities when necessary.
2. Works in cooperation with treatment facility, counselors, parents, school personnel and students in developing and following through with the students' aftercare plan.
3. Facilitates conferences with parents or child's guardian to review, discuss and/or implement appropriate steps and stages of intervention and options.
4. Provides short-term counseling or group counseling for students with substance abuse problems or concerns.
5. Implements and coordinates parent education programs related to substance awareness.

##### Administrative Duties

1. Assists in the coordination of supplemental programs and guest speakers.
2. Assists in the research and review of instructional materials for possible purchase and use.
3. 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.

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### STUDENT ASSISTANCE COORDINATOR (continued)

4. Assesses the district's prevention/intervention program on an annual basis and makes recommendations.
5. Maintains professional competence and continuous improvement through inservice education activities and other professional growth activities.
6. Maintains a continuing review of statutes and codes related to drug and alcohol programming.
7. Assists with the development and annual review of policies and procedures regarding substance abuse, use and chemical health education, and recommends changes to administration.

### Interaction with Other Staff and with Community Groups

1. Works in cooperation with resources available within the school district (i.e. child study team, school counselors, nurses, etc.).
2. Assists in the design, implementation and coordination of staff development related to substance awareness.
3. Provides in-service education for all teachers and staff responsible for the delivery of chemical health education.
4. Serves as a resource to district personnel on substance awareness/abuse issues as well as on the availability of training programs. Provides training for all school staff in intervention and referral procedures.
5. Participates in the community-based Municipal Alliance to facilitate the liaison between school and community.
6. Provides coordination of school-based prevention programs with community-based prevention programs.
7. Develops community awareness through active participation as a school liaison to appropriate community groups and organizations.

### Miscellaneous

1. Crisis intervention
2. Performs other duties which may be within the scope of his/her employment and certification pertaining to student services as may be assigned.

### **TERMS OF**

**EMPLOYMENT:** Work year and salary to be determined by the board.

### **ANNUAL**

**EVALUATION:** Performance of this job will be evaluated annually in accordance with NJ State law and the provisions of the board's policy on evaluations

Approved by: Township of Union Public Schools

Date:

Revised:

### **LEGAL REFERENCES:**

<u>N.J.S.A.</u> 18A:25-2	Authority over pupils
<u>N.J.S.A.</u> 18A:26-1	Citizenship of teachers, etc.
<u>N.J.S.A.</u> 18A:26-2	Certificates required; exception
<u>N.J.S.A.</u> 18A:40A	Substance abuse

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### STUDENT ASSISTANCE COORDINATOR (continued)

See particularly: <u>N.J.S.A. 18A:40A-18</u>	Student Assistance Coordinator (formerly Substance Awareness Coordinator, retitled by PL 2009 c. 54, sometimes "Student Assistance Counselor")
<u>N.J.A.C. 6A:7</u>	Managing for equality and equity in education
<u>N.J.A.C. 6A:7</u>	Student conduct
<u>N.J.A.C. 6A:9</u>	Professional licensure and standards
See particularly: <u>N.J.A.C. 6A:9-3.3</u>	Professional standards for teachers
<u>N.J.A.C. 6A:9B</u>	State board of examiners and certification
See particularly: <u>N.J.A.C. 6A:9B-5</u>	General certification policies
<u>N.J.A.C. 6A:9B-8</u>	Requirements for instructional certificate
<u>N.J.A.C. 6A:9B-9.1</u>	Authorizations-general
<u>N.J.A.C. 6A:9B-9.2</u>	Endorsements and authorizations
<u>N.J.A.C. 6A:9B-12.2</u>	Student assistance coordinator
<u>N.J.A.C. 6A:9C-3</u>	Required professional development for teachers and school leaders
<u>N.J.A.C. 6A:10</u>	Educator effectiveness
See particularly: <u>N.J.A.C. 6A:10-2.1 et seq.</u>	Evaluation of teaching staff members
<u>N.J.A.C. 6A:10-4.1 et seq.</u>	Components of teacher evaluation
<u>N.J.A.C. 6A:10-6.1 et seq.</u>	Evaluation of teaching staff members other than teachers, principals, vice principals and assistant principals
<u>N.J.A.C. 6A-16</u>	Programs to support student development
See particularly: <u>N.J.A.C. 6A:16-3</u>	Comprehensive alcohol, tobacco and other drug abuse program
<u>N.J.A.C. 6A:16-4</u>	Procedures for alcohol, tobacco and other drug abuse intervention
<u>N.J.A.C. 6A:16-5</u>	School safety and security
<u>N.J.A.C. 6A:16-6</u>	Law enforcement operations for alcohol, other drugs weapons, and safety
<u>N.J.A.C. 6A:16-8</u>	Intervention and referral services
<u>N.J.A.C. 6A:16-11</u>	Reporting of allegations of child abuse

No Child Left Behind Act of 2001, P.L. 107-110, 20 U.S.C.A. 6301 et seq.