

EASTERN CAMDEN COUNTY REGIONAL SCHOOL DISTRICT

JOB DESCRIPTION

STUDENT ASSISTANCE COORDINATOR

- QUALIFICATIONS:**
1. A Bachelor's degree from an accredited college or university
 2. New Jersey Substance Awareness Coordinator Certificate

REPORTS TO: Supervisor of Guidance

JOB GOALS: The Student Assistance Coordinator will provide services in intervention, prevention and referral, for students who may be identified as those with substance issues, or have family members with such issues. Students who exhibit need for crisis intervention are also serviced by the Student Assistance Coordinator.

PERFORMANCE RESPONSIBILITIES:

1. Plan and implement group or individual support counseling to students regarding substance abuse and related problems. The support counseling will also provide prevention of substance abuse issues by identifying need for problem solving and decision making, stress and anger management, and interpersonal and intra personal cognition.
2. Maintain confidential notes of students serviced, as well as daily attendance in-group and individual sessions with students. Provide marking period passes to students who are serviced on a regular basis.
3. Identify, assess and refer students to services outside of school for more intensive counseling purposes, as needed.
4. Refer students expressing or exhibiting behaviors indicative of self-injury or injury to others immediately to local crisis center for evaluation. Also, inform the school administration immediately of such incident.
5. Abide by Federal Confidentiality Laws regarding substance abuse.
6. Participate in administrative re-entry conferences for students returning after absence due to substance abuse violations.
7. Work in conjunction with school personnel as needed. This includes administration, guidance counselors, child study team members, school nurse, school resource officers and faculty.
8. Provide support to parents, as needed.

9. Network with outside agencies that provide services to adolescents. When working with outside agencies that provide services to students who are also serviced by the Student Assistance Coordinator, a release of information must be signed by the student in order for communication about the student to take place.
10. Participate in the Berlin, Gibbsboro, Voorhees Municipal Alliance.
11. When needed, assist with in-service training of school staff concerning substance abuse and related issues.
12. Assist the district in revising and implementing substance abuse and related policies and procedures.
13. Collect results of drug/alcohol screenings from district contracted lab services and immediately report to respective grade level vice principal. Create purchase orders for payment as quickly as possible upon receipt of invoice.
14. Maintain budget for Student Assistance Coordinator program.
15. Maintain a supply of information regarding substance abuse and prevention related issues for student and parent access.
16. Create a monthly report on activities provided and submit to supervisor.
17. Culminate an end of year report on drug/alcohol screenings based on lab results performed during the year and submit to building principal.
18. Consider implementation of programs that may enhance, compliment or upgrade current programmed services.
19. Perform such other tasks as may from time to time be assigned by the Principal, Directors, or Superintendent.

TERMS OF EMPLOYMENT:

Ten (10) month year

ANNUAL SALARY:

To be established by the Board of Education.

EVALUATION:

This position will be evaluated in accordance with Board of Education policies.

APPROVED:

January 18, 2017