

WARREN HILLS REGIONAL

**TITLE: STUDENT ASSISTANCE COORDINATOR (SAC) also called
STUDENT ASSISTANCE COUNSELOR**

[Formerly called Substance Awareness Coordinator prior to approval of PL 2009. c. 54 in May, 2009, codified at N.J.S.A. 18A:40A-18. The legislation did not impact the duties that these individuals perform. Rather, the change seeks to more accurately reflect the job responsibilities of these individuals, which include crisis intervention and social and emotional learning and counseling. In addition, the bill statement indicates that the purpose of the change is to avoid stigmatizing students who meet with these members of the school district staff.]

QUALIFICATIONS:

1. Valid New Jersey Instructional Certificate 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

REPORTS TO: Building Principal

JOB GOAL:

To assume administration, development, coordination and implementation of district substance abuse intervention, prevention, programs and activities. Chair building Crisis Teams and evaluate crisis plan annually.

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.

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.
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.
8. Assist with Random Mandatory Drug Testing program.

Interaction with Other Staff and with Community Groups

1. Works in cooperation with resources available within the school district (i.e. child study team, guidance counselors, nurses, etc.).
2. Assists in the design, implementation and coordination of staff development related to substance awareness.
3. Provides inservice 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. To act as liaison between the schools, community and local agencies.
6. Provides coordination of school-based prevention programs with community-based prevention programs.
7. To maintain lines of communication between local law enforcement agencies and the Warren County Prosecutor's Office.

Miscellaneous

1. Chair building crisis teams and evaluate crisis plan annually.
2. Performs other duties which may be within the scope of employment as assigned by the Superintendent and/or designee.

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: Warren Hills Regional Board of Education

Date: October 30, 2018

Revised:

LEGAL REFERENCES:

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

N.J.A.C. 6A:7

N.J.A.C. 6A-16

See particularly:

N.J.A.C. 6A:16-3

N.J.A.C. 6A:16-4

N.J.A.C. 6A:16-5

N.J.A.C. 6A:16-6

N.J.A.C. 6A:16-8

N.J.A.C. 6A:16-11

Student conduct

Programs to support student development

Comprehensive alcohol, tobacco and other drug abuse program

Procedures for alcohol, tobacco and other drug abuse intervention

School safety and security

Law enforcement operations for alcohol, other drugs weapons, and safety

Intervention and referral services

Reporting of allegations of child abuse