

THE PUBLIC SCHOOLS
Montclair, New Jersey

JOB DESCRIPTION

Position Title: **Substance Awareness Coordinator/Student Assistance Counselor**

Qualifications:

1. N.J. certified as Substance Awareness Coordinator or School Social Worker
2. Must have prior successful experience or appropriate training in substance abuse prevention and/or treatment
3. Successful experience in diverse environments preferred
4. Ability to work effectively with students, families, staff and community
5. Ability to work on site during the hours required
6. Demonstrated aptitude or competence for assigned responsibilities
7. Required criminal background check and proof of U.S. citizenship or legal alien status
8. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

Responsible to: Principal

Job Goal: Provide counseling services to meet the needs of students experiencing difficulty in school programs or settings.

Performance Responsibilities:

1. Identify and plan appropriate strategies that will assist principals, guidance counselors and teachers in early intervention and student assistance techniques;
2. Provide pupils in need with individual and group counseling;
3. Develop local agency collaboration to more broadly meet the needs of our students and their families;
4. Counsel with individual students and parents, or with groups;
5. Consult with student services coordinator, principals, guidance counselors and teachers on school programs and policies as they affect the overall well being of the students and assist in coordinating those resources;
6. Consult with principals and teachers on problems of behavior, learning and aftercare;
7. Maintain contact with all community social agencies concerned with school-age children or their parents, where appropriate;
8. Assist with in service training programs for school personnel (administrators, teachers, guidance, etc.);
9. Maintain positive relationships with the building administration, parents, other staff and students in the buildings;
10. Assume other related responsibilities and duties within the context of the above performance responsibilities, state law and board policies.

Terms of Employment: 10, 11 or 12 months as determined by the Board; salary and benefits as negotiated by the MEA.

Evaluation: Performance on this job will be evaluated annually in accordance with the Board's policy on evaluation of certified staff.

ESTABLISHED: 1 2/84
 Revised: 11/88, 5/94, 9/98, 2/1/2008