

SCOTCH PLAINS-FANWOOD BOARD OF EDUCATION
JOB DESCRIPTION
SUBSTANCE AWARENESS COORDINATOR

Date of Adoption: December 22, 2011

JOB TITLE: Substance Awareness Coordinator

REPORTS TO: Director of Special Services

NATURE AND SCOPE OF JOB:

The Substance Awareness Coordinator shall, within the areas of employment, the scope of certification, and the availability of resources of the school district, provide leadership, coordination, and innovation in the student assistance program which includes curricular prevention and intervention components, through the direction and guidance of instructional personnel to assist school administrators in the operation of building programs, and to work cooperatively with the staff and community of the Scotch Plains-Fanwood School District.

QUALIFICATIONS:

1. Valid New Jersey Educational Services Certificate with Substance Awareness Coordinator Endorsement
2. Demonstrated knowledge of substance abuse curriculum development, counseling and staff development.
3. Ability to work effectively with students, staff, parents, outside agencies and community groups.
4. Have excellent integrity and demonstrate good moral character and initiative.
5. Hold a valid driver's license with no serious violations.
6. Provide evidence that a criminal record history check has been conducted and clearance has been given by the Department of Education. During the initial six-month period, provide a sworn statement that there have not been any convictions of a crime or a disorderly persons offense in accordance with 18A:6-7.1.
7. Provide evidence that health is adequate to fulfill the job functions and responsibilities with reasonable accommodation pursuant to 42 U.S.C. 12101 and in accordance with N.J.A.C. 6:3-4A.4.
8. Pass the State required Mantoux Intradermal Tuberculin Test as required by N.J.A.C. 6:3-4A.4.
9. Meet such alternates to the above qualifications, as the Superintendent may deem appropriate, acceptable and legal.

TERMS OF EMPLOYMENT:

Salary and work year to be determined by the Board of Education and in accordance with the negotiated agreement with the Scotch Plains-Fanwood Education Association.

JOB RESPONSIBILITIES:

A. Curriculum

1. Provide leadership in the development, implementation and coordination of a comprehensive chemical health curriculum to achieve state core curriculum content standards and district educational goals and objectives.
2. Maintain a consistent review of N.J.A.C. 6A:16-3.1-4.4.

SCOTCH PLAINS-FANWOOD BOARD OF EDUCATION
JOB DESCRIPTION
SUBSTANCE AWARENESS COORDINATOR

3. Assist in the coordination of supplemental programs and consultants (i.e. assemblies, classroom guest speakers).
4. Assist in the research and review of instructional materials for possible purchase and use.
5. Promote the development and implementation of positive peer programs (i.e. TIPS, SADD, SLC).

B. Policy

1. Assist in the development and review of the district drug and alcohol policy and related policies.
2. Maintain a consistent review of statutes and codes related to alcohol, tobacco and other drug abuse programs.
3. Complies with the New Jersey Department of Education directives regarding substance abuse and violence policy and procedures.
4. Assist with the development and annual review of policies and procedures regarding substance abuse, use and chemical health education and recommends changes to administration.
5. Assist administration in assessing substance use within the school.

C. Staff Development

1. Assist in the design, implementation and coordination of staff development related to substance awareness and other mental health issues.
2. Maintain on-going assessment to determine staff development needs.
3. Assist with Core Teams/I&RS training where applicable.
4. Provide in-service for all staff on chemical health education and other topics related to substance abuse (i.e. information, identification, children from substance abusing families, Fetal Alcohol Syndrome, Fetal Alcohol Effect, intervention and referral procedures, changes in curriculum, conflict resolution, problem solving, and other mental health issues etc.)
5. Serve as 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 services.
6. Maintain professional competence and continuous improvement through in-service education activities and other professional growth activities.

D. Intervention and Referral

1. 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.
2. Provide resources for students and their families in need of treatment for substance abuse and /or addiction and other mental health issues.
3. Works in cooperation with resources available within the school district (i.e., child study team, school counselors, nurses, etc.).

SCOTCH PLAINS-FANWOOD BOARD OF EDUCATION
JOB DESCRIPTION
SUBSTANCE AWARENESS COORDINATOR

4. Assess students' drug/alcohol involvement and make appropriate referral to treatment facilities when necessary.
5. Work in cooperation with treatment facility, counselors, parents, school personnel and student in developing and following through with the student's aftercare plan.
6. Provide short-term counseling or group counseling for students with substance abuse problems or concerns.
7. Facilitate conferences with parent/guardian to review, discuss and/or implement appropriate steps and stages of intervention and options.
8. Develop and coordinate referral and intervention procedures for suicide, HIV disease, AIDS, gambling, eating disorders when related to substance abuse.
9. Follow all rules and regulations regarding Federal Confidentiality Laws.
10. Assess the district's prevention/intervention program on an annual basis and make recommendations.

E. Parent Outreach

1. Implement and coordinate parent education programs related to substance awareness and other mental health issues
2. Serve as resource to parents who are seeking professional services outside the school system.
3. Provide workshops, presentations and support groups for parents to support the district's prevention and intervention efforts as a resource to school-based parent groups

F. Community Outreach

1. Participate in the community-based Municipal Alliance to facilitate the liaison between school and community and other organizations as needed (i.e., PTA, Project Graduation).
2. Assist in communicating the role and purposes of the Substance Awareness Coordinator position to the community.
3. Provide coordination of school-based prevention programs with community based prevention programs.
4. Develop community awareness through active participation as a school liaison to the appropriate community groups and organizations.
5. Coordinate with local treatment facilities, law enforcement and supplemental program efforts with the public and non-public schools programs.

G. Other

1. Prepare budget recommendations for K-12 substance awareness area and submit to the School Business Administrator.
2. Pursue other funding opportunities that are appropriate and applicable for the Scotch Plains-Fanwood Public Schools.
3. Complete required reports.
4. Assist the non-public schools with referral, intervention and curricular development.
5. Develop and coordinate referral and intervention services for employees for substance abuse.

SCOTCH PLAINS-FANWOOD BOARD OF EDUCATION
JOB DESCRIPTION
SUBSTANCE AWARENESS COORDINATOR

6. Work cooperatively with all administrators and supervisors when employee intervention is necessary.
7. Perform other duties that may be within the scope of his/her employment and certification as may be assigned.

EVALUATION:

The Director of Special Services shall evaluate the Substance Awareness Coordinator in accordance with Board Policy, this Job Description, and such other criteria as shall be established by the Board of Education.