

SCOTCH PLAINS-FANWOOD BOARD OF EDUCATION
JOB DESCRIPTION
Student Assistance Specialist

Date of Adoption: August 30, 2018

JOB TITLE: Student Assistance Specialist/Specific Job Title will be based on Certification held (see Qualifications below)

REPORTS TO: Director of Student Services, Supervisor of Special Services, and/or Building Principal

NATURE AND SCOPE OF JOB:

The Student Assistance Specialist works cooperatively with parents, staff members, and other involved persons to help each student reach their maximum potential. This position utilizes the particular knowledge and skills of his/her discipline to assist in the total process of recommending appropriate plans for students with physical, social, educational, or emotional needs, or some combination of the above, which prevent or impede the child's learning in a public school setting.

QUALIFICATIONS:

1. Valid New Jersey Educational Services Certification in Student Personnel Services, School Counselor, School Psychologist, or School Social Worker.
2. Ability to communicate effectively with students, parents, and school personnel.
3. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

EMPLOYMENT TERMS:

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:

1. Demonstrates a real and personal interest in student concerns and aspirations.
2. Provides individual and group counseling where needed to ameliorate problems that involve academic, social, personal, and substance abuse issues.
3. Facilitates the implementation of the guidance curriculum into the elementary schools.
4. Assists teachers in addressing issues that involve the home environment.
5. Attends I & RS meetings.
6. Maintains a daily log of activities to be utilized in future program planning and evaluation.
7. Maintains a flexible work schedule to meet the needs of the community (evening hours may be required).
8. Provides a developmental program for students that includes: values clarification, character education, problem-solving techniques, career education, study skills and in-service staff in these areas.
9. Works cooperatively with building administrators and staff.
10. Prepares a monthly report indicating the number of cases, outcomes, follow-up, etc.

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11. Provides pre-referral intervention to reduce the need for Special Education.
12. Identifies situations which are risks to learning.
13. Develops and implements plans for the periodic crises facing children in their schools and classrooms and the minimizing of negative effects of such problems.
14. Assists in implementing programs which will maximize the climate for learning.
15. To teach students behaviors and skills which will promote further learning and reduce the chances of involvement in destructive behavior.
16. Maintains open lines of communication with parents.
17. Serves as a student advocate with teachers and/or administrators when necessary.
18. Develops, implements, and facilitates parent support programs (evening presentations/workshops).
19. Participates in a District Wellness Committee as needed.
20. Provides in-service for staff with focus on developing strategies for the classroom teacher.
21. Serves as the school liaison with D.C.P.&P.
22. Meets with students to assess their counseling needs and make appropriate recommendations.
23. Consults with public agencies, private institutions, and other professional personnel on behalf of students and facilitates the utilization of community resources.
24. Performs duties of the school Anti-Bullying Specialist as defined by the State:
 - a) Chairs the school safety team;
 - b) Leads the investigations of incidents of harassment, intimidation, and bullying in the school;
 - c) Acts as the primary school official responsible for preventing, identifying, and addressing incidents of harassment, intimidation, and bullying in the school;
 - d) Performs investigations and incident reports;
 - e) Speaks at board hearings on incidents if necessary.
25. Performs other duties which may be within the scope of his/her employment and certifications and may be assigned by his/her superior(s) under authority of the Board of Education.

EVALUATION:

Performance of this job will be evaluated annually in accordance with state law and the provisions of the board's policy on evaluation of certified staff.