

SCOTCH PLAINS-FANWOOD BOARD OF EDUCATION
JOB DESCRIPTION
STUDENT ASSISTANCE/SUBSTANCE AWARENESS SPECIALIST

Date of Adoption: August 25, 2022

JOB TITLE: Student Assistance/Substance Awareness Specialist/
Specific Job Title will be based on Certification held
(See Qualifications Below).

REPORTS TO: Director of Counseling, Health, and Wellness and/or Designee

NATURE AND SCOPE OF JOB:

The Student Assistance/Substance Awareness Specialist will provide leadership, coordination, and innovation in the student assistance program which includes curricular prevention and intervention components 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. 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, emotional needs, substance use issues, or some combination of the above, which prevent or impede the student's academic performance in the SPF School District.

QUALIFICATIONS:

1. Valid New Jersey Educational Services Certificate in Student Personnel Services, School Counselor, School Social Worker, or School Psychologist with experience in drug and alcohol counseling. Certification or licensed in drug and alcohol counseling preferred.
2. Demonstrate knowledge of mental health and substance abuse issues affecting youth, curriculum development, counseling practice, 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 proof of U.S. citizenship or legal resident alien status by completing Federal Form I-9 in compliance with the Immigration Reform and Control Act of 1986.
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 person's 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 18A:16-13.
8. Pass the State-required Mantoux Intradermal Tuberculin Test.
9. Meet such alternates to the above qualifications, as the Superintendent may deem appropriate, acceptable, and legal.

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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:

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. Assist in the coordination of supplemental programs and consultants.
3. Promote the development and implementation of positive peer programs.

B. Policy

1. Assist in the development and review of the district suicide prevention, drug and alcohol policy and related policies.
2. Maintain a consistent review of statutes and codes, and comply with directives related to alcohol, tobacco, and other substance abuse programs.
3. Assist with the development and annual review of policies and procedures regarding substance abuse, use, and chemical health education and recommends changes to administration.
4. 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 mental health issues and substance awareness.
2. Maintain ongoing assessment to determine staff development needs.
3. Assist with I&RS training where applicable.
4. Serve as a resource to district personnel on substance awareness/abuse issues as well as on the availability of training programs.

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 mental health issues, substance abuse and /or addiction.
3. Works in cooperation with resources available within the school district (i.e., child study team, school counselors, nurses, etc.).
4. Assess students' mental health and/or drug/alcohol involvement to assess the students' counseling needs, and make the appropriate recommendations. Work in cooperation with the treatment facility,

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counselors, parents, school personnel, and student in developing and following through with the student's aftercare plan.

5. Provide short-term counseling or group counseling for students with mental health concerns, situational issues, and/or substance abuse problems. Facilitate conferences with parent/guardian to review, discuss and/or implement appropriate steps and stages of intervention and options.
6. Follow all rules and regulations regarding Federal Confidentiality Laws.

E. Parent Outreach

1. Implement, develop, facilitate, and coordinate parent education programs
2. Serve as a 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 community organizations through active participation as a school liaison to community groups and organizations.
2. Provide coordination of school-based prevention programs with community-based prevention programs.
3. Coordinate with local treatment facilities, law enforcement, and supplemental program efforts with the public and non-public schools' programs.

G. Other

1. Prepares a monthly report indicating the number of cases, outcomes, follow-up, etc
2. Work cooperatively with all administrators and supervisors when employee intervention is necessary.
3. Pursue other funding opportunities that are appropriate and applicable for the Scotch Plains-Fanwood Public Schools.
4. Perform other duties that may be within the scope of his/her employment and certification as may be assigned.
5. Complete required reports including budget recommendations.

EVALUATION:

The Director of Counseling, Health and Wellness, and/or Designee shall evaluate the Student Assistance/Substance Awareness Specialist in accordance with Board Policy, this Job Description, and such other criteria as shall be established by the Board of Education.