

# **Caldwell – West Caldwell Public Schools**

## **Job Description**

**Title:** **Student Assistance Coordinator**

### **QUALIFICATIONS:**

1. NJ Certification with Substance Awareness Coordinator Endorsement
2. Demonstrated knowledge of substance abuse curriculum development
3. Ability to work effectively with students, staff, parents, outside agencies, and community groups
4. Such other qualifications as may be specified

**REPORTS TO:** Principal and Supervisor/Director of Guidance

### **RESPONSIBILITIES:**

1. Provide leadership in the development, implementation, and coordination of a comprehensive chemical health education curriculum to achieve NJ CCC standards
2. Assist in the coordination of supplemental programs and guest speakers
3. Assist in the research and review of instructional materials
4. Develop and coordinate a referral and intervention system for early identification of students at risk for substance abuse
5. Cooperate with the Child Study Team, Nurse, and Guidance Counselors
6. Assess student drug/alcohol involvement and make appropriate referrals
7. Provide short-term counseling or group counseling for students with substance abuse problems or concerns
8. Assess the district prevention/intervention program on an annual basis
9. Assist in the design, implementation, and coordination of staff development related to substance awareness
10. Participate in the Municipal Alliance
11. Assist with the development and review of district policies and regulations concerning substance abuse
12. Other such duties as may be assigned by the Principal or Superintendent