

LIVINGSTON SCHOOL DISTRICT
Livingston, New Jersey 07039

STUDENT ASSISTANCE COUNSELOR

QUALIFICATIONS:

1. Certified as a Student Assistance Counselor (SAC) by the New Jersey Department of Education.
2. BA or higher degree in Social Work, Psychology or Counseling. School Certification in one or more of these areas strongly preferred.
3. Specialized training in substance abuse counseling and experience in working with adolescents in a substance abuse program.
4. Demonstrate ability to work effectively and efficiently with students, staff, parents, outside agencies and community groups.
5. Ability to contribute to substance abuse curriculum development and provide professional staff development in this area.
6. Experience as an active member of a CORE team.
7. Such alternatives to the above qualifications as the Board may find appropriate with the exception of the required certification.

REPORTS TO: Dean of Students and Assistant Superintendent

JOB GOALS: To provide leadership in the development of prevention and intervention programs for at-risk students regarding prevalent adolescent social and emotional issues. Coordinate these programs between the school and appropriate community organizations.

JOB RESPONSIBILITIES:

Counseling

1. Provides short-term individual and/or group counseling for students with substance abuse problems or concerns.
2. Provides individual and/or group counseling for “at-risk students” (i.e., children of substance abusers, children having loss/grief issues).
3. Addresses the needs of students in crisis at the request of the building principal and in accordance with district procedures.
4. Provides intervention, recommendation for referral and follow-up support for those students who have been identified.
5. Works in cooperation with treatment facility, counselors, parents, school personnel and students in developing and following through with the aftercare plan for students placed in residential or out-patient programs.
6. Facilitates conferences with parents or child’s guardian to review, discuss and/or implement appropriate steps and stages of intervention and options.
7. Promotes a pro-active approach for students in abstaining from substance use through the implementation of building and district-wide programs and activities.

Staff Consultation

1. Serves as a resource to district personnel on substance awareness/abuse issues as well as on the availability of training programs.
2. Assists with the development and annual review of policies and procedures regarding drugs and alcohol use and substance abuse and recommends changes to the administration.
3. Assists the administration in the implementation of substance abuse policies.

4. Coordinates the activities and training of the Core Team; serves as participant on the Core Team.

Student and Parent Orientation

1. Provides information to students and parents concerning the Student Assistance Program.
2. Plans and implements, in cooperation with appropriate district personnel and community agencies, parent education programs related to substance awareness and other concerns.
3. Assists in the coordination of supplemental programs and guest speakers for student awareness and support.

Record Keeping/Reporting

1. Maintains confidential records concerning students and student contacts in accordance with federal and state law and Board policy.
2. Provides monthly and annual summary reports to the Assistant Superintendent of and Dean of Students

Assessment

1. Through coordination with CORE team, assesses students' needs and makes appropriate referrals, and provides interventions.
2. Assists the administration in assessing school substance use.
3. Assesses the district's prevention/intervention program on an annual basis and makes recommendations.

Professional Development

1. Maintains professional standards and review of statutes and codes through readings, attendance at conferences, workshops, and memberships in professional organizations.
2. Assists in the design, implementation, and training of staff with respect to substance awareness, intervention and referral procedures.

School and Community Relations

1. Serves as a liaison in community-based organizations (i.e., Livingston Municipal Alliance Committee (LMAC)) to facilitate the relationship between the schools and the community.
2. Provides coordination of school-based prevention programs with community-based prevention programs.
3. Develops grant applications to obtain program funding from various federal, state and other sources.
4. Maintains and regularly updates a directory of referral services to be utilized in crisis situations.
5. Serves as a member of the School Crisis Team.

This position will also be responsible for all other duties as assigned.

TERMS OF EMPLOYMENT:

This is a ten month position with compensation to be negotiated with the Superintendent and approved by the Board.

EVALUATION:

The performance of this position will be evaluated annually in accordance with the provisions of the Board's policy on evaluation of certified personnel.

Board approval date: April 4, 2011

Revised: