

## DELRAN TOWNSHIP SCHOOL DISTRICT

### Substance Awareness Coordinator

Reports to: Middle School/High School Principals.

Job Goal: To provide leadership in the development of substance abuse prevention and intervention activities in the school-community.

Qualifications:

1. Valid New Jersey Substance Awareness Coordinator Certificate.
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. Excellent written and verbal communication skills.
5. Required criminal history check and proof of U.S. citizenship or legal resident alien status.
6. Such additional qualifications as Board may deem appropriate.
7. All other duties as assigned by your immediate Manager and/or Superintendent.

Supervises: The district's substance abuse awareness and prevention program.

### Performance Responsibilities:

#### SCHOOL-BASED SERVICES

- Works in cooperation with resources available within the school district (i.e., child study team, guidance counselors, nurses, etc.).
- Strives to raise student awareness of SAC services, be perceived by students as a resource, and lessen intimidation of meeting with SAC by visiting homerooms and classrooms for introduction, explanation of services, and interactive, educational presentations.
- Coordinates action plans for at-risk students with school personnel within the confines of confidentiality laws.
- Accepts referrals for students on the basis of at-risk behavior including, but not limited to: emotional and behavioral concerns, family issues or suspected substance use.
- Advocates for students to obtain auxiliary services as necessary, including vocational, medical educational, financial, etc., by writing letters of recommendation and explanation, making inquiries and coordinating services.
- Provides or arranges for in-service education for staff related to substance awareness.
- Creates and presents grade-appropriate material regarding substance awareness, positive choices and healthy lifestyles to classes using games, DVDs and interactive discussions.

- Develops school-wide programs as need dictates which address issues such as substance-use prevention, anti-bullying efforts and changing student perceptions and attitudes toward unhealthy behaviors.
- Coordinates supplemental programs and guest speakers.
- Assists in the research and review of instructional materials for possible purchase and use.
- 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.
- Teaches life skills such as effective communication, decision making and stress reduction in small group settings to at-risk students to lessen likelihood of future substance use.
- Assesses the district's prevention/intervention program and makes recommendations as needed.
- Organizes and conducts group support and education on topics such as anger management, divorce and substance education as needed.
- Meets with at-risk students on an ongoing basis to provide support.
- Serves as a resource to district personnel on substance awareness/abuse issues as well as on the availability of training programs and available community resources.
- All other duties as assigned by your immediate Manager and/or Superintendent.

#### COMMUNITY/SERVICE PROVIDER INTERACTION

- Assesses students' drug/alcohol involvement and makes appropriate referral to treatment facilities when necessary.
- Works in cooperation with treatment facilities, counselors, parents, school personnel and students in developing and following through with the students' aftercare plan.
- Coordinates a referral system with local, state and other service providers or agencies for issues other than substance involvement, such as mental health, domestic violence or neglect and emotional or behavioral abnormalities.
- Promotes contest sponsored by local agencies that encourage student participation and creativity and reinforce knowledge of substance use dangers.
- Participates in the community-based Municipal Alliance to facilitate the liaison between school and community. In absence of municipal alliance activity, seeks opportunities to generate community involvement among interested township residents.
- Coordinates with PTA and/or Municipal Alliance to subsidize expenses of programs, speakers and supplies.
- Improvises low-cost and no-cost solutions to running programs when funds are scarce.
- Provides coordination of school-based prevention programs with community-based prevention programs. Uses local prevention agency for school and community presentations.
- Develops community awareness through active participation as a school liaison to appropriate community groups and organizations. Coordinates activities and programs tailored to organizations' availability and scope, such as alcohol-free alternative coffee houses.

#### PARENT/FAMILY INVOLVEMENT

- Refers families to appropriate county level adolescent mental health interventions.

- Consults with parents proactively, within confines of confidentiality laws, via conferences, telephone and correspondence about issues student is experiencing that could put him/her at risk for substance use.
- Provides students and parents with available resources for family services as needed including housing, employment, legal aid, counseling, runaway prevention, etc.
- In cases of substance use, facilitates conferences with child's parents or guardian to review, discuss and/or implement appropriate steps and stages of intervention and options.
- Implements and coordinates parent education programs related to substance awareness. Seeks opportunities to raise awareness of SAC services as well as awareness of underage substance use dangers by presenting information and materials at parent-attended functions. Also communicates about these topics via PTA newsletters and websites.

**INDIVIDUAL RESPONSIBILITIES**

- Maintains professional competence, knowledge of available resources and current adolescent trends and continuous improvement through in-service education activities and other professional growth activities including membership in Association of Student Assistance Professionals. Maintains a continuing review of statutes and codes related to drug and alcohol programming.
- Performs other duties as assigned, which are within the scope of his/her employment and certification.

**Terms of Employment:** Work year and salary to be determined by the Board.

**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.

**APPROVED BY THE BOARD OF EDUCATION: August, 2011**

Revised: 07/28/2011