

## NORTHERN HIGHLANDS REGIONAL HIGH SCHOOL DISTRICT

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**TITLE:** STUDENT ASSISTANT COUNSELOR (SAC)

**QUALIFICATIONS:**

1. Valid New Jersey Instructional Certificate and Student Assistance Coordinator endorsement.
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. Required criminal history check and proof of U.S. citizenship or legal resident alien status.
5. Familiarity with common drugs of abuse and their related symptoms as well as response procedures.
6. Knowledge of local and community resources that are available for the prevention, intervention and treatment and rehabilitation of alcohol and drug problems.
7. Understanding of the legal guidelines for the implementation of substance abuse policies.
8. Ability to interview students suspected of being under the influence and assess need for immediate intervention.

**REPORTS TO:** Supervisor of School Counseling Department

**POSITION GOAL:**

To provide leadership in the development of wellness, substance abuse prevention and intervention activities in the school community.

**ESSENTIAL JOB FUNCTIONS:**

1. Assist with the provision of in-service training of school district staff concerning substance abuse issues and other state-mandated topics including suicide, physical/sexual abuse, sexual harassment, and bullying.
2. Assist the district in revising and implementing substance abuse policies and procedures, as well as other policies including suicide, physical/sexual abuse, sexual harassment, bullying, transgender and dating violence.
3. Coordinate the implementation of programs and events offered in the district that are related to alcohol and drug prevention (DARE, skill-building programs, motivational speakers, peer leadership) as well as programs and classroom presentations on suicide, physical/sexual abuse, sexual harassment, bullying, and other related topics.

4. Serve as an information resource for substance abuse and wellness curriculum development and instruction.
5. Provide counseling services to pupils regarding substance abuse and other behavioral or mental health issues.
6. Refer students and families to appropriate community resources for ongoing behavioral health treatment.
7. Collaborate with family members to address academic, behavioral, social, and mental health issues.
8. Collaborate with other faculty during Intervention and Referral Services, Child Study Team, 504 and I&RS meetings.
9. Participate in individual case conferencing with teachers, parents, school counselors, child study team members, and administrators.
10. Participate in Municipal Alliance meetings and maintain an on-going dialogue with local law enforcement officials and other community agencies.
11. Provides leadership in the development, implementation and coordination of a comprehensive chemical health education curriculum to achieve state core curriculum content standards and district educational goals and objectives.
12. Assists in the coordination of supplemental programs and guest speakers.
13. Assists in the research and review of instructional materials for possible purchase and use.
14. 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.
15. Works in cooperation with resources available within the school district (i.e. child study team, school counselors, nurses, etc.).
16. Assesses students' drug/alcohol involvement and makes appropriate referral to treatment facilities when necessary.
17. Works in cooperation with treatment facility, counselors, parents, school personnel and students in developing and following through with the students' aftercare plan.
18. Assesses the district's prevention/intervention program on an annual basis and makes recommendations.
19. Assists in the design, implementation and coordination of staff development related to substance awareness.
20. Serves as a resource to district personnel on substance awareness/abuse issues as well as on the availability of training programs.
21. Maintains professional competence and continuous improvement through in-service education activities and other professional growth activities.
22. Maintains a continuing review of statutes and codes related to drug and alcohol programming.
23. Develops community awareness through active participation as a school liaison to appropriate community groups and organizations.
24. Performs other duties which may be within the scope of his/her employment and certification as may be assigned.

**TERMS OF  
EMPLOYMENT:**

Salary and work year to be determined by the Board.

**EVALUATION:**

Performance of this job will be evaluated annually in accordance with NJ State law and the provisions of the board's policy on evaluations.

BOE APPROVED: 10/2/17

2<sup>nd</sup> Reading: 10/16/17