

## MONMOUTH REGIONAL HIGH SCHOOL

### TITLE SUBSTANCE AWARENESS COORDINATOR

**Reports to:** Assistant Principal

**Supervises:** Students

#### **Nature and Scope of the Job:**

Plans, implements, supervises, and evaluates a comprehensive substance awareness program to ensure that all students are free of substance abuse of drugs, alcohol, tobacco, anabolic steroids, and controlled dangerous substances. Responsibilities include staff development, curriculum development, instructional programs, counseling/intervention/treatment services, coordination of community/school programs and services as well as procedure review.

#### **Qualifications:**

The Substance Awareness Coordinator shall:

1. Hold a valid New Jersey supervisor's certificate in accordance with the requirements of N.J.S.A. 18A:27.1 et seq., and N.J.A.C Title 6 Chapter 11 with a substance awareness coordinator endorsement (N.J.A.C. 6:11-111.5) and other appropriate endorsement(s) in accordance with the requirements of N.J.A.C.6:11-10.1 et seq.. The licensure shall include a State-approved school residence of at least six months, with a minimum of 300 clock hours of supervised practicum and professional experiences.
2. Have excellent experience in working with children, adolescents and adults. Demonstrate the ability to listen well to needs and concerns.
3. Have excellent experience in working with adults, teachers, parents, and community members.
4. Demonstrate knowledge and understanding of the components of a comprehensive substance awareness program, child growth and development, substance use assessment, and the resources available in the school and community to assist students.
5. Have excellent integrity and demonstrate good moral character and initiative.
6. Exhibit a personality that demonstrates enthusiasm and sensitive interpersonal skills to relate well with students, staff, administration, parents, and the community.
7. Demonstrate the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary.
8. Demonstrate the ability to use electronic equipment for word processing, data management, information retrieval, audio and visual presentations, and telecommunications.
9. Meet such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

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### Employment Terms:

The Substance Awareness Coordinator shall be employed under the following terms:

1. Work year of ten months.
2. Salary or hourly wage, benefits, and leave time as specified in the Collective Bargaining Agreement.
3. Conditions established by all laws and codes of the State, and all policies, rules, and regulations established by the Board of Education (N.J.S.A. 18A:27-4 et seq.).

### Job Functions and Responsibilities:

The Substance Awareness Coordinator shall:

1. Establish high standards and expectations for all students for academic performance and responsibility for behavior.
2. Plan, implement, supervise, and evaluate a comprehensive substance awareness program in accordance with N.J.S.A. 18A:40A-1 et seq. that includes:
  - Staff development concerning substance abuse issues and the district's programs and services.
  - Curriculum development and revision.
  - Instructional programs.
  - Coordinated counseling, intervention, and treatment services.
  - Coordinated community and school programs and services.
  - Policy and procedures to address substance use by students.
3. Plan, organize, supervise, and evaluate a comprehensive staff development program that addresses issues of substance use, indicators of use, responsibilities of the staff, intervention strategies, and the procedures and services of the district and the community. (N.J.S.A. 18A:40A-15). Included in the on-going staff development shall also be programs for teachers teaching substance awareness curriculum (N.J.S.A. 18A:40A-3).
4. Plan, organize, supervise, and evaluate comprehensive parent education and outreach programs following the guidelines of the State and district (N.J.S.A. 18A:40A-16 et seq.). The ongoing program for parents shall include:
  - Review of curriculum and how the parent can support the program of studies.
  - Information on the pharmacology, physiology, psychosocial and legal aspects of substance use.
  - Information on school and district policies and procedures regarding substance abuse.

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- Information on district and community resources for prevention, early intervention, treatment, and rehabilitation.
5. Collect and analyze data regarding substance use of students, the effectiveness of the programs and services of the district, and the need for new programs or modifications to existing programs. Share results with appropriate staff and use the information to make recommendations.
  6. Coordinates the SAC Core Committee.
  7. Plan, organize, supervise, and evaluate a program for identifying and assisting students at a high risk for use and addiction, particularly those with a family history of use.
  8. Plan, organize, supervise, and evaluate comprehensive substance use counseling, intervention, and treatment services, coordinated among the schools and community resources. The services shall include identification, assessment, individual and group counseling, support groups, referrals to other agencies and services, and aftercare support.
  9. Serve as a district representative on the community Municipal Alliance.
  10. Assist school and district administrators in the development and regular review of substance use policies and procedures, ensuring that they are effective and meet statute and code requirements.
  11. Coordinate the process and procedures for reporting, examining, and treating students suspected of use, and ensure that they are in compliance with statute and code (N.J.S.A. 18A:40A-12).
  12. Counsel students, including crisis intervention, for students with substance use issues, referring students to other resources and agencies as needed.
  13. Maintain a confidential daily log of all counseling sessions.
  14. Maintain accurate student records, protecting the privacy and confidentiality of information, in accordance with school policy and federal and State law (N.J.S.A. 18A:40A-7.1).
  15. Cooperate with juvenile justice officials when necessary in providing information and rendering substance use treatment services, following district and State policies and the *Memorandum of Agreement Between Education and Law Enforcement Officials*.
  16. Participate when requested on the Intervention and Referral Services (I&RS) or Section 504 Team. Assist in the assessment and diagnosis of the learning, social, and emotional needs and styles of students, using a variety of techniques. Recommend adjustment in learning experiences accordingly, requesting advice and assistance from specialists when appropriate.
  17. Work closely with other school personnel to prevent students from dropping out of school, particularly those with substance use issues, and assist with finding alternative programs or employment when necessary.
  18. Conduct conferences with students, parents, teachers, and administrators to help all to understand and assist students in achieving success in the school and in positive, substance-free personal growth.

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19. Coordinate school and community resources when needed to assist a student and parents, working closely with other school personnel, including the administration, nurse, social worker, learning disabilities teacher consultant, attendance officer, and others.
20. Assist in preparing grant and other applications as requested.
21. Display the highest ethical and professional behavior and standards when working with students, parents, school personnel, and other agencies associated with the school.
22. Provide a nurturing, supportive, and positive climate, using positive motivation that encourages student responsibility and earns respect.
23. Use excellent written and oral English skills when communicating with students, parents, and colleagues.
24. Assume responsibility for all students within the school, beyond those specifically assigned, supervising in a fair and constructive manner to ensure the safety and well being of all students.
25. Ensure the safety and health of all students, notifying the administration of any unsafe conditions following established procedures.
26. Create a stimulating, attractive, organized, functional, healthy, and safe office, with proper attention to the visual, acoustic, and thermal environments.
27. Serve as a role model for students, dressing professionally, demonstrating the importance and relevance of learning, accepting responsibility in school, and demonstrating pride in the honorable profession of teaching and counseling.
28. Attend required staff meetings and serve, as appropriate, on staff committees. Participate in curriculum and program development, and in the selection of materials and equipment to support instruction.
29. Summarize, interpret, and disseminate current developments in the substance use and counseling fields, through reading of professional journals, participation in professional development, and involvement in professional organizations.
30. Continue to grow professionally through collaboration with colleagues and professional growth experiences. Complete the required 100 clock hours of State-approved continuing professional development every five years in accordance with State and district procedures, as specified in the Professional Improvement Plan (N.J.A.C. 6:11-13).
31. Maintain a safe working condition and operate electronic and other equipment needed to carry out job functions and responsibilities.
32. Protect confidentiality of records and information gained as part of exercising professional duties and use discretion in sharing such information within legal confines.
33. Perform any duties that are within the scope of employment and certifications, as assigned by the Administration and not otherwise prohibited by law or regulation. The position of Substance Awareness Coordinator shall be separate and distinct from any other employment position in the district (N.J.S.A. 18A:40A-18).

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34. Adhere to New Jersey school law, State Board of Education rules and regulations, Board of Education policies and regulations, school regulations and procedures, and contractual obligations.

**Evaluation:**

The Assistant Principal shall evaluate the Substance Awareness Coordinator in accordance with this Job Description and such other criteria as shall be established by the Board of Education.

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**Approved**

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**Date**

**First Reading Board of Education:   October 6, 2015**