

# WINSLOW TOWNSHIP SCHOOL DISTRICT JOB DESCRIPTION

## SUBSTANCE ABUSE COORDINATOR

### QUALIFICATIONS:

- Valid New Jersey Educational Services Certificate in School Counseling and Substance Awareness Coordinator Endorsement
- Demonstrated knowledge of substance abuse curriculum development, counseling and staff development
- Ability to work effectively with students, staff, parents, outside agencies and community groups
- Required criminal history check and proof of U.S. citizenship or legal resident alien status
- Alternatives to the above qualifications may be substituted as deemed appropriate by the Board of Education

REPORTS TO: Building Principal

SUPERVISES: N/A

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

### PERFORMANCE RESPONSIBILITIES:

1. Provides leadership in the development, implementation and coordination of a comprehensive chemical health education curriculum to achieve New Jersey Student Learning Standards and District educational goals and objectives.
2. Assists in the coordination of supplemental programs and guest speakers.
3. Assists in the research and review of instructional materials for possible purchase and use.
4. 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.
5. Works in cooperation with resources available within the school district (i.e. child study team, guidance counselors, nurses, etc.)
6. Assesses students' drug/alcohol involvement and makes appropriate referral for treatment when necessary.
7. Works in cooperation with treatment facility, counselors, parents, school personnel and students in developing and following through with the student' aftercare program.
8. Provides short-term counseling or group counseling for students with substance abuse problems or concerns.
9. Facilitates conferences with parents or student's guardian to discuss and/or implement appropriate steps and stages of intervention and options.
10. Assists in the design, implementation and coordination of staff development related to substance awareness.
11. Provides in-service education for all teachers and staff responsible for the delivery of chemical health education.
12. Serves as a resource to District personnel on substance awareness/abuse issues as well as on the availability of training programs. Provides training for all school staff in intervention and referral procedures.
13. Maintains professional competence and continuous improvement through in-service education activities and other professional growth activities.
14. Assists with the development and annual review of policies and procedures regarding substance abuse, use and chemical health education, and recommends changes to administration.
15. Implements and coordinates parent education programs related to substance awareness.

## **WINSLOW TOWNSHIP SCHOOL DISTRICT JOB DESCRIPTION**

16. Participates in the community-based Municipal Alliance to facilitate the liaison between school and community.
17. Provides coordination of school-based prevention programs with community-based prevention programs.
18. Develops community awareness through active participation as a school liaison to appropriate community groups and organizations.
19. Facilitates appointment for medical clearance of students entering school from treatment facilities prior to their return.
20. Performs other duties which may be within the scope of his/her employment and certification as may be assigned.

TERMS OF EMPLOYMENT:

This is a ten month position. Salary, holidays and benefits are to be negotiated per the WTEA collective bargaining agreement.

EVALUATION:

Performance of job responsibilities will be evaluated in accordance with the Board-approved policy for evaluation of certificated staff.

STATEMENTS OF AGREEMENT:

Americans with Disabilities Act Statement

Applicants, as well as employees who become disabled, must be able to perform the essential functions listed on this job description either unaided or with reasonable accommodation. The Winslow Township District School Administration shall determine reasonable accommodation on a case-by-case basis in accordance with applicable laws, in the event such a determination becomes necessary.

Essential Functions Statement

I have read this job description and I certify that I meet all of the qualifications of the position, and I can perform all of the essential functions of the position unaided or with accommodation.

---

Signature

Date

Approved: 10/10/2006

Revised: 2/22/2023