

TITLE: STUDENT ASSISTANCE COUNSELOR

QUALIFICATIONS: NJDOE Certification – Student Assistance Counselor

REPORTS TO: Superintendent of Schools. Principal and Vice Principal.

TERMS: 10 Months

RESPONSIBILITIES INCLUDE:

1. Provide substance-abuse counseling when necessary for any student voluntary and referral.
2. Provide substance-abuse awareness and assistance for families of students.
3. Make referrals to outside agencies and programs when necessary in-patient or out-patient programs.
4. Provide follow-up and after-care support for students in in-patient or out-patient programs.
5. Be actively involved in supplementing and updating a comprehensive K-12 substance abuse curriculum.
6. Plan and implement faculty substance abuse awareness in-service.
7. Develop and implement appropriate students support groups within the school.
8. Maintain confidential records in accordance with existing school laws.
9. Act as a consultant to administration regarding school policies specifically referring to substance abuse.
10. Demonstrate professional growth through continuing education and membership in professional organizations.