

**RUMSON-FAIR HAVEN REGIONAL HIGH SCHOOL DISTRICT  
JOB DESCRIPTION MANUAL**

**INSTRUCTIONAL STAFF**

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**STUDENT ASSISTANCE COUNSELOR**

**QUALIFICATIONS:**

1. Valid New Jersey Instructional Certificate and Substance Awareness Coordinator Endorsement
2. Minimum experience as determined by the Board.
3. Demonstrated knowledge of substance abuse curriculum development, counseling and staff development
4. Ability to work effectively with students, staff, parents, outside agencies and community groups
5. Strong interpersonal and communications skills.
6. Required onboarding prerequisites including, but not limited to, successfully completing required criminal history background check; proof of U.S. citizenship or legal resident alien status; and current residency in New Jersey, approved residency waiver or candidate agrees to obtain residency within one year of employment.

**REPORTS TO: BUILDING PRINCIPAL/SUPERINTENDENT**

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

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

**SCOPE OF RESPONSIBILITIES:**

1. Provide 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.
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 or presenting mental health issues, and 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, nurse, etc.)
6. Assesses students' drug/alcohol involvement and makes appropriate referral to treatment facilities when necessary.
7. Works in cooperation with treatment facility, counselors, parents, school personnel and students in developing and following through with the students' aftercare plan.
8. Provides short-term counseling or group counseling for students with substance abuse problems or mental health concerns.
9. Assesses the district's prevention/intervention program on an annual basis and makes recommendations.
10. Facilitates conferences with parents or child's guardian to review, discuss and/or implement appropriate steps and stages of intervention and options.
11. Assists in the design, implementation and coordination of staff development related to substance awareness and mental health issues including but not limited to eating disorders, parental and family concerns, etc.
12. Provides inservice education for all teachers and staff responsible for the delivery of chemical health education.
13. Serves as a resource to district personnel on substance awareness/abuse issues as well as on the availability of training programs.
14. Maintains professional competence and continuous improvement through inservice education activities and other professional growth activities.
15. Maintains a continuing review of statutes and codes related to drug and alcohol programming.
16. Assists with the development and annual review of policies and procedures regarding substance abuse, use and chemical health education, and recommends changes to administration.
17. Implements and coordinates parent education programs related to substance awareness and other mental health issues.
18. Participates in the community-based Municipal Alliance to facilitate the liaison between school and community.
19. Provides coordination of school-based prevention programs with community-based prevention programs.
20. Develops community awareness through active participation as a school liaison to appropriate community groups and organizations.
21. Performs other duties which may be within the scope of his/her employment and certification as may be assigned.

**TERMS OF EMPLOYMENT:** Ten-month work year. Compensation and other terms and conditions of employment established by the Collective Bargaining Agreement between the Rumson-Fair Haven Regional Board of Education and the Rumson-Fair Haven Regional School Employees Association.

**ANNUAL EVALUATION:** Performance of the position will be evaluated in accordance with State law, the regulations of the New Jersey Department of Education, and the provisions of the Collective Bargaining Agreement between the Rumson-Fair Haven Regional Board of Education and the Rumson-Fair Haven Regional School Employees Association.

**APPROVED BY THE RFH BOARD OF EDUCATION:** July 15, 1997

**AMENDED / APPROVED:** March 26, 2013

**AMENDED / APPROVED:** April 11, 2022