

# Job Description

## Board of Education Woodbridge Township

---

Title: **Student Assistance Counselor**

Function: The Student Assistance Counselor shall have leadership ability, a thorough knowledge of mental health issues, alcohol, drug, and tobacco prevention, intervention, and rehabilitation, a thorough knowledge of student assistance counseling, the ability to effectively and cooperatively work with students, teaching staff members, parents, outside agencies, administration, and other district supervisors.

Reports to: Secondary School Principal and the Assistant Superintendent for Instruction and Curriculum

Duties, responsibilities, and authorities:

A. Duties:

1. Develop and implement a Student Assistance Program that contains a mental health and substance abuse prevention program and curriculum.
  2. Develop, arrange, and implement classroom presentations for students to inform them of the Student Assistance Program services through brochures, assemblies, daily announcements, posters, displays, and team teaching activities when appropriate.
  3. Develop and implement inservice programs for instructional staff concerning mental health and substance abuse prevention, identification, and referral procedures.
  4. Assist the administration in complying with procedures for the identification of students possibly abusing alcohol, drugs, tobacco, or other substances.
  5. Provide group or individual support for students identified as experiencing crisis, trauma, mental health issues, or needing support with alcohol, drug, tobacco, or other related issues.
  6. Assist the administration and/or parents in obtaining information about procedures and practices for intervention and outside referrals/community resources for treatment services of for students in need of mental health or substance abuse counseling.
  7. Assist students identified as having a family member involved with alcohol/drug abuse or other related mental health issues.
  8. Develop and implement group and/or individual counseling sessions for students concerning mental health and alcohol/drug abuse education, prevention, intervention, and rehabilitation.
  9. Maintain the required confidentiality of the program.
  10. Follow up with all activities involving students from initial that needed a referral to the final determination and possible for outside counseling/treatment and with their return to school if they required an IOP, partial, or in-patient placement, for those needing external treatment.
-

# Job Description

## Board of Education Woodbridge Township

---

11. Submit appropriate monthly reports of all activities to the person in charge of the program.
12. Cooperate with local, state, federal, and approved private agencies that are involved with student's mental health, alcohol/drug counseling/treatment and/or that play a role in prevention education.
13. Perform any other activities as required by the administration in the areas of mental health, alcohol/drug, tobacco, or other related areas.
14. Provide leadership in the development, revision, implementation, and coordination of the mental health and substance abuse Health Education curriculum and assist on ensuring that the state mandates are included.
15. Assist in the identification and review of instructional materials and programs for purchase and use.
16. Review and revise the district's mental health and alcohol/drug policy annually and revise as needed.

### B. Professional preparation:

1. Must hold a Master's Degree from an accredited college or university in Counseling or a related field.
2. Applicant must hold the School Counselor certificate issued by the New Jersey Department of Education.
3. Applicant must hold the Substance Awareness Coordinator certificate issued by the New Jersey Department of Education.

### C. Experience/Background:

Successful teaching in the public schools or experience in the mental health and substance abuse field. Applicant is required to show at least two years of professional experience in working with children and/or adolescents in an educational, social service, or health care facility.

### D. Personal qualifications:

1. Must be highly motivated.
2. Must be able to perform assigned tasks.
3. Must be mature and possess integrity.
4. Must possess vigorous leadership qualities.
5. Must possess the ability to work effectively with students, staff, parents, outside agencies, and community groups.
6. Must be comfortable with public speaking.

September 2017

---