



# Haddonfield Board of Education

1 Lincoln Avenue  
Haddonfield, New Jersey 08033

## Job Description

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- POSITION:** District Student Assistant Team Coordinator/District Crisis Counselor
- QUALIFICATIONS:** Hold a New Jersey Instructional Certificate as a School Counselor or New Jersey School Social Work Endorsement with a Student Assistance Coordinator or Substance Awareness Coordinator Endorsement in accordance with the requirements of N.J.S.A. 18A:27.1 et seq., and N.J.A.C. Title 6 Chapter 11. 2.
- PRIMARY FUNCTION:** To provide visionary leadership in the development, implementation and evaluation of district and building level crisis team planning and instruction. As well as to assist the Child Study Team with counseling mandates. Plans, implements, supervises, and evaluates a comprehensive substance awareness program to ensure that all students are free of substance abuse 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 policy and procedure review. N.J.S.A. 18A:27.1 et seq., and N.J.A.C. Title 6 Chapter 11. 2.
- REPORTS TO:** High School Principal
- MAJOR DUTIES AND RESPONSIBILITIES:**
- Knowledge of substance abuse curriculum development, counseling and staff development.
  - 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
  - Provides counseling mandates as a related service and works to assist and support teachers and administrators by performing follow-up activities and consultation, short term counseling, and crises intervention for all district students who are deemed at risk.
  - A member of the Child Study Team working to assist and support teachers and administrators by providing feedback to staff on matters regarding pupils' Individualized Educational Program, Specific Guide, pupil progress, and pupil programs in general.
  - Works in cooperation with resources available within the school district (i.e., child study team, guidance counselors, nurses, etc.)



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- Assesses students' drug/ alcohol involvement and make appropriate referral to treatment facilities when necessary.
- Works in cooperation with treatment facility, counselors, parents, school personnel and students in developing and following through with the students' aftercare plan
- Provide short-term counseling or group counseling for students with substance abuse problems or concerns
- Assesses the district's prevention/ intervention program on an annual basis and makes recommendations
- Facilitates conference with parents or child's guardian to review, discuss and/or implement appropriate steps and stages of intervention and options
- Assists in the design, implementation and coordination of staff development related to substance awareness
- Supervise and oversee district threat assessment and crisis procedures/practice in all Haddonfield schools.
- Work in conjunction with school counselors for suicide ideation/threat protocols
- Develops HS & MS groups/programs for stress and anxiety issues in teens.
- Assists the Superintendent and the Administrative Council in developing comprehensive policies and procedures for substance abuse education and intervention.
- Maintains professional competence and continuous improvement through in-service education activities and other professional growth activities
- Implements and coordinates parent education programs related to substance awareness
- Assists as directed with the district's HIB program
- Participates in the community-based Municipal Alliance to facilitate the liaison between school and community. This may require evening meetings as a part of your job function.
- Provides coordination of school-based prevention programs with community-based prevention programs
- Plans home visits or office interviews with family members to assess past and present history and development as well as family dynamics and interactions that are relevant to the child's adjustment.
- Maintains an ongoing relationship with families for the purpose of: sharing information regarding educational planning and programming for the student; assisting the family in utilizing appropriate community resources; and providing counseling to family members and/or students to facilitate social adjustment.
- Consults with administration and staff regarding social adjustment factors of students in schools, at home and in the community.
- Assists in upholding and enforcing department rules, administrative regulations and board policy.
- Attends and participates in meetings as deemed necessary and consistent with the needs of the district. This may require evening meetings as a part of your job function.



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- Performs all duties required by administrative code, state and federal laws and board policy.
- Performs other related duties as may be assigned by supervisors.

**TERMS OF EMPLOYMENT:** 10-month position. Salary to be determined by the Board of Education in consultation with the Chief School Administrator

**EVALUATION:** Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Professional Personnel.

**BENEFITS:** Benefits are available to full time employees per the negotiated contract.

BOE Approved Date:

BOE Review Date: