

PARSIPPANY-TROY HILLS TOWNSHIP SCHOOLS

JOB DESCRIPTION

TITLE: Student Assistance Counselor

REPORTS TO: Coord. Supervisor of Guidance and Medical Services/Building Principal

JOB GOAL: To implement a comprehensive substance abuse student assistance program providing prevention, intervention and aftercare to students and ancillary support services to parents and staff.

PERFORMANCE RESPONSIBILITIES:

1. Provide counseling to students who demonstrate concerns related to substance abuse.
2. Serve as a resource person in substance abuse for staff members, administrators and parents.
3. Inservice staff in substance abuse prevention and/or curriculum.
4. Provide intervention and referral services for substance abuse to students and staff.
5. Establish and coordinate procedures for identification of students at risk with regard to substance abuse.
6. Provide supportive aftercare and counseling to students in recovery.
7. Provide consultation for and facilitate the implementation of the substance abuse curriculum.
8. Evaluate students as mandated in the Board Policy on alcohol, drug, and substance abuse.
9. Serve as liaison with community agencies and treatment facilities.
10. Serve on the Core Team.
11. Develop, maintain and evaluate a three-year plan for the substance abuse program.
12. Complete reports, grant proposals, program evaluations and related state and local reports.
13. Demonstrate professional growth through continuing education and membership in professional organizations.
14. Maintain confidential records in accordance with existing law and school policy.
15. All other related duties as assigned.

Board Approved: 5/12/09

