



Haddonfield Board of Education

1 Lincoln Avenue
Haddonfield, New Jersey 08033

Job Description

Page 1 of 2

POSITION: Substance Awareness Coordinator

QUALIFICATIONS: Holds or is eligible for the New Jersey Teaching Certificate and Pupil Personnel Services Certificate

PRIMARY FUNCTION: Provides district-wide coordination of substance abuse prevention programs and services

REPORTS TO: Assistant Superintendent for Teaching and Learning

MAJOR DUTIES AND RESPONSIBILITIES:

A. Curriculum Instruction

Provides leadership for the development, implementation, and coordination of a vertically articulated substance abuse prevention curriculum

B. Inservice Training

Assumes responsibility for developing and coordinating inservice training programs for all public and nonpublic schools within the Haddonfield School District; Conducts a needs assessment of current teaching staff and a plan to address continuing teacher education needs as they arise.

C. Policy and Procedure Development

Assists the Superintendent and the Administrative Council in developing comprehensive policies and procedures for substance abuse education and intervention.

D. Community Action Programs

Provides coordination with the PTA and other community groups that represents schools, parents, police, borough government and the children.

E. Intercommunity Network

Coordinates the school program and services with the Governor's school-community alliance to prevent substance abuse in the school, the home and the community. Meets on a



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Page 2 of 2

regular basis with leadership groups from other communities to expand the concept of inter-community networking throughout the area.

F. Service Contract

Develops, obtains, approves and monitors all contracts with community-based substance abuse providers and agencies.

G. Intervention Services

Develops and supervises intervention services for all schools in Haddonfield. Develops a Profile of services available. Seeks funding for training and support. Develops an evaluation instrument and evaluates services provided annually. Coordinates community treatment, mental health and other services with the educational programs and pupil personnel services for abusing students in coordination with child study team and guidance personnel.

H. Student Assistant Counseling

Develops a transition plan for evaluation referral and short term counseling of students via the Child Study Team, Guidance Department, and other available substance abuse counseling services.

I. Public Relations

Develops an ongoing public relations program.

J. Other duties as assigned by the Chief School Administrator.

TERMS OF EMPLOYMENT: Twelve-month position

EVALUATION: Performance of this job will be evaluated annually 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 Approval Date:
BOE Review Date: