

**TITLE:** **NH SS/HS Student Assistance Program (SAP) Coordinator**

**QUALIFICATIONS:**

1. Master's degree from a recognized college or university with major study in counseling, social work, substance abuse, education, or mental health.
2. Four years of professional experience in counseling, social work, substance abuse, education, mental health or related field.
3. Prevention certification or counseling or social work licensure
4. Demonstrated knowledge of substance abuse or misuse intervention and prevention curriculum development; experience in counseling; ability to work effectively with students, staff, parents, outside agencies, and community groups/partners; preferred knowledge of the Rochester communities, schools, populations, and subpopulations; Effective organizational, time management, communication, and interpersonal skills; Ability to identify sensitive information and maintain confidentiality
5. Other qualifications as may be deemed essential for successful performance in the position.

**REPORTS TO:** NH SS/HS LEA Project Manager

**JOB GOAL:** To coordinate the development and implementation of evidence-based substance abuse prevention programs and treatment practices.

**PERFORMANCE RESPONSIBILITIES:**

1. Teaching and building the capacity for school staff to deliver an evidence-based substance abuse prevention curriculum to middle and high school students, either independently or with the school's health educators.
2. Preparing and facilitating annual parent forums educating parents on the risks involved with adolescent substance misuse and about parent strategies that can prevent or limit misuse, such as parent monitoring and family communication
3. Recruiting high-risk students and facilitating discussion groups based on risk factors.
4. Complete needs assessments and resource mapping regarding substance abuse and prevention programs in the schools and community.
5. Assist the NH SS/HS Community Management Team to identify, choose, and recommend implementation of substance abuse prevention and treatment interventions for Rochester schools and the community.
6. Coordinate with school-level leadership teams for identification and implementation of substance abuse prevention and treatment interventions for the Rochester students.
7. Training school staff in warning signs and how to refer students to SAP services
8. Developing and disseminating prevention messages that challenge community and social norms, using existing communication channels and youth leaders
9. Strengthening and leveraging partnerships with after-school programs, mentoring programs, and community-based services to facilitate out-of-school time resiliency opportunities for high risk youth
10. Problem identification and referral to services for students who may be experiencing problems at home or school relative to their own substance misuse or within their family

**TERMS OF EMPLOYMENT:** Part-time contractual conditioned on NH SS/HS funding. The Superintendent shall determine salary and other terms and conditions of employment.

**EVALUATION:** the NH SS/HS LEA Project Manager in accordance with School Board policy will evaluate Performance in this position.

**ADOPTED:** School Board meeting August 14, 2014