

MATAWAN-ABERDEEN REGIONAL SCHOOL DISTRICT

JOB DESCRIPTION

ASSISTANT PRINCIPAL OF STUDENT WELLNESS AND SCHOOL COUNSELOR SERVICES

QUALIFICATIONS:

1. Proper NJ Certification/Educational Services Endorsement(s)
 - a. Student Assistance Counselor, School Counselor, School Psychologist or School Social Worker, (Required)
 - b. Principal or Supervisor Certificate (Required)
2. Master's Degree (Required)
3. Prior experience required: Minimum 5 years in School Counseling, Student Personnel Services
4. Experience in the field of school social and emotional learning (SEL) and related mental health, counseling, experience preferred
5. Background in program development and implementation in the areas of student counseling, prevention, and wellness supports.
6. Experience with professional development for teachers and/or other education professionals
7. Leadership ability, especially when working well with teams (i.e., crisis team)
8. Ability to manage multiple projects and tasks at one time
9. Comfortable speaking in front of groups of students as well as adults/colleagues
10. Meets such alternatives to the above qualifications as the board may find appropriate and acceptable.

PRIMARY FUNCTION:

To provide those services that will enable all students to utilize their educational opportunities to the fullest; to identify and remedy, as far as practical, those problem areas that interfere with students' progress in their preparation to become active, productive members of society.

REPORTS TO:

Assistant Superintendent for Special Services

MATAWAN-ABERDEEN REGIONAL SCHOOL DISTRICT

JOB DESCRIPTION

ASSISTANT PRINCIPAL OF STUDENT WELLNESS AND SCHOOL COUNSELOR SERVICES

PRIMARY/PERFORMANCE RESPONSIBILITIES:

- Create, implement, and assess programing and resources related to wellness, including alcohol and drug education, healthy relationships, and prevention.
- Advise student organizations with wellness-focused missions.
- Work in partnership with various district stakeholders to oversee, execute and promote targeted health promotion and prevention programs.
- Collaborate with colleagues across the district including faculty, staff, and students to execute a comprehensive, multi-disciplinary approach to promoting healthy lifestyles and behaviors.
- Build and advocate for community momentum and motivation around district health and prevention initiatives.
- Implement effective health promotion and prevention programs on topics including alcohol and drug awareness, healthy eating and mental health.
- Collaborate and communicate with faculty, staff, parents, and other district stakeholders regarding programming and student concerns.
- Supervise and evaluate district counselors and other staff as assigned by the Assistant Superintendent of Special Services.
- Participates in recruitment and recommendation of personnel for employment in student personnel services and student assistance programs.
- Organize and maintain student record keeping and supervise the maintenance of student records and reports.
- Prepare program budget.
- Coordinate registration procedures for students.
- Establish effective partnerships/relationships with the various offices and agencies within the community that may provide specialized or professional help to students and their parents.
- Assume other assignments as identified by administration.

DATE ADOPTED BY BOARD: November 25, 2019

AGREED TO BY INCUMBENT: _____
 Signature

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Date