

**DAVID DOUGLAS SCHOOL DISTRICT #40**  
**JOB DESCRIPTION**  
**Licensed**

**JOB TITLE:** Student Services - School-Based Drug and Alcohol Counselor

**Reports To:** Building Principal

**Job Purpose Statement/s:** The role of a School-Based Drug and Alcohol Counselor is to ensure equitable access to comprehensive services for all students, particularly those referred for support. This position is crucial in fostering a safe, inclusive, and healthy school environment by addressing substance abuse issues. Key responsibilities include conducting sensitive assessments, offering counseling services, implementing inclusive prevention programs, and collaborating with school staff, caregivers, and the wider community to support all students in overcoming drug and alcohol-related challenges.

**Essential Job Functions:**

Assessment and Evaluation:

- Conduct initial assessments to identify students at risk of or currently struggling with drug and alcohol issues.
- Evaluate the severity and impact of substance abuse on academic performance, mental health, and overall well-being.
- Schedule, organize and/or monitor drug testing in accordance with established protocols.
- Participate in reentry meetings when a removal from school has occurred for use on campus.

Individual Counseling:

- Provide confidential counseling services to students struggling with drug and alcohol-related issues.
- Develop and implement individualized treatment plans to address the unique needs and challenges of each student.
- Monitor progress and make adjustments to treatment plans as necessary.

Group Counseling:

- Facilitate group counseling sessions to address common themes and challenges related to substance abuse, involving family when appropriate and recognizing and honoring diverse cultural backgrounds.
- Implement evidence-based interventions and therapeutic techniques in a group setting.
- Foster a supportive and non-judgmental atmosphere for students to share their experiences.

Prevention Programs:

- Develop and implement substance abuse prevention programs tailored to the specific needs of the school community to include family education.
- Collaborate with teachers, administrators, and caregivers to integrate prevention strategies into the overall school curriculum.
- Conduct workshops and educational sessions on the risks and consequences of drug and alcohol abuse, utilizing an equity lens.

Collaboration and Communication:

- Work closely with school administrators, teachers, and support staff to create a comprehensive and integrated approach to addressing substance abuse issues.
- Communicate regularly with caregivers to provide updates on student progress and collaborate on intervention strategies.

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- Offer treatment recommendations and referrals to students and their families when deemed appropriate based on assessment outcomes.

### **Crisis Intervention:**

- Respond promptly to drug and alcohol-related crises within the school setting.
- Provide immediate support and intervention for students in crisis, coordinating with other mental health professionals and school personnel as needed.

### **Documentation and Reporting:**

- Maintain accurate and confidential records of counseling sessions, assessments, and interventions.
- Prepare reports for school administration and relevant stakeholders on the effectiveness of prevention and intervention efforts.

### **Professional Development:**

- Stay informed about current trends, research, and best practices in substance abuse counseling and prevention.
- Attend relevant training sessions, conferences, and workshops to enhance professional knowledge and skills.

### **Other Job Functions:**

- Other duties as assigned

### **Job Requirements- Qualifications:**

Master's degree in Counseling, Social Work, Psychology, or a related field.

State licensure or certification as a substance abuse counselor (CADC I, CADC II, CADC-R or higher) or ability to get within 2 years of hire.

Experience working with adolescents in a school or counseling setting.

### **Skills, Knowledge and/or Abilities Required:**

*Skills* of excellent communication, interpersonal, and organizational skills.

*Knowledge* of evidence-based counseling techniques and substance abuse prevention strategies.

*Abilities* to stand and walk for prolonged periods, perform a variety of specialized and responsible tasks, maintain records, establish and maintain cooperative working relationships with students, parent, other school personnel, meet schedule and deadlines. Significant physical abilities include lifting/carrying/reaching/handling, talking/hearing conversations, near/far visual acuity/depth perception and accommodation field of vision.

**Education Required:** Master's degree in Counseling, Social Work, Psychology, or a related field.

**Licenses, Bonding and/or Testing Required:** State licensure or certification as a substance abuse counselor (CADC I, CADC II, CADC-R or higher) or ability to get within 2 years of hire. Criminal Justice fingerprint clearance, and valid driver's license and evidence of insurability.

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**The David Douglas School District welcomes applications from candidates that expand the District's diversity.**

Multi-Cultural preferred. Bi-Lingual preferred.

**Other:** First aid card and cardiopulmonary resuscitation certificate.

**Terms of Employment:** Salary and work year according to the current contract and school calendar.

**Evaluation:** Performance of this job will be evaluated in accordance with provisions of the Board's Policy on Evaluation of Licensed Staff Personnel.

**David Douglas School District Drug Testing and Criminal Background check**

Per district policy all offers of employment shall be contingent upon the successful passing of a district required drug test and criminal background check. David Douglas School District's Human Resources will designate where and when the testing will be conducted. The offer of employment will be withdrawn from candidates who test positive for drugs.

***David Douglas School District is an Equal Opportunity Employer***

Reviewed and agreed to by:

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

c: Administrator  
Employee  
File