

CUMBERLAND REGIONAL SCHOOL DISTRICT**JOB DESCRIPTION****ANTI-BULLYING SPECIALIST****JOB GOAL**

To carry out the statutory duties of the school Anti-Bullying Specialist.

QUALIFICATIONS

1. Guidance counselor, school psychologist or other certified staff member trained to be the Anti-Bullying Specialist from among currently-employed certified staff.
2. Required criminal history background check and proof of U.S. citizenship or legal resident alien status.

DUTIES/ RESPONSIBILITIES

1. Chair the school safety team.
2. Lead the investigation of incidents of harassment, intimidation, and bullying in the school.
3. Act as the primary school official responsible for preventing, identifying, and addressing incidents of harassment, intimidation, and bullying in the school.
4. Meet at least twice a school year with the school Anti-Bullying Coordinator in the district, once in the first semester and once in the second semester, to discuss and strengthen procedures and policies to prevent, identify, and address harassment, intimidation, and bullying in the district.
5. Lead the investigation that is initiated by the school principal within one day of the report of an incident. The building principal may appoint additional personnel to assist in the investigation.
6. Complete the report as soon as possible, within a maximum of 10 school days; and within two school days from completing the investigation, the results will be reported to the superintendent who will make recommendations on training, discipline, counseling, intervention services, or other action.
7. Speak at a board hearing on the incident if called by the board.
8. Arranges meetings, prepares agendas and handles follow up activities as necessary.
9. Receives and routes incoming calls and correspondence.
10. Prepares correspondence, notices and reports.
11. Maintains a well-organized up-to-date filing system.
12. Maintains confidentiality as required and appropriate.
13. Performs other tasks related to the efficient operation of the office as assigned.
14. Upholds and enforces school rules, administrative regulations and procedures, and policies/regulations of the Board of Education.

ESSENTIAL SKILLS/ABILITIES

1. High integrity and ethical standards.
2. Excellent verbal and written communication skills.
3. Creative analytical and problem-solving skills.
4. Proficiency with technology resources.
5. Regular attendance.
6. Ability to traverse school facility and grounds.

REPORTS TO

Principal or designee.

TERMS OF EMPLOYMENT

Salary and work year to be determined by the board. The anti-bullying duties will be in addition to any other existing responsibilities.

EVALUATION

Performance of this job will be evaluated annually in accordance with NJ State law and the provisions of the board's policy on evaluations.

*This job description is subject to change at any time.

APPROVED BY: **Cumberland Regional Board of Education**
 DATED: **September 22, 2011**
 AMENDED: **April 28, 2022**

Legal References:

<u>N.J.S.A.</u>	18A:6-7.1	Criminal history record; employee in regular contact with pupils; grounds for disqualification from employment; exception
<u>N.J.S.A.</u>	18A:16-2	Physical examinations; requirement
<u>N.J.S.A.</u>	18A:37-13 to 32	The "Anti-Bullying Bill of Rights Act"
<u>N.J.A.C.</u>	6A:32-6	School employee physical examinations
8 <u>U.S.C.A.</u> 1100 <u>et. seq.</u>		<u>Immigration Reform and Control Act of 1986</u>