

**CUMBERLAND REGIONAL SCHOOL DISTRICT**

**JOB DESCRIPTION**

**ANTI-BULLYING COORDINATOR**

**JOB GOAL**

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

**QUALIFICATIONS**

- 1. New Jersey Supervisor’s Certificate or New Jersey Principal’s Certificate.
- 2. Master’s degree from an accredited college or university.
- 3. 3-5 years of full-time, paid, professional experience organizing or implementing prevention and intervention services for public safety.
- 4. Knowledge of school law and district and state mandated policies related to HIB.
- 5. Evidence of participation in anti-bullying training and/or certification.
- 6. Required criminal history background check and proof of U.S. citizenship or legal resident alien status.

**DUTIES/RESPONSIBILITIES**

- 1. Takes a leadership role in identifying and eliminating harassment, intimidation, and bullying (HIB) across CRHSD.
- 2. Conducts annual district monitoring to ensure continuing compliance with state law and district policy.
- 3. Develops, implements, and manages a bullying intervention and prevention program.
- 4. Coordinates in-service professional development and other training sessions related to HIB.
- 5. Serves as a resource to administrators and teachers on issues related to the implementation of the district’s HIB policy.
- 6. Serves as a key resource and decision-maker for resolving complex HIB incidents.
- 7. Works with administrative, instructional and non-instructional staff, parents, community members, and students to coordinate intervention and prevention programs to decrease (HIB) incidents within CRHSD.
- 8. Coordinates existing school and community resources to work with individuals directly associated with a HIB event.
- 9. Resolves incidents and promotes a safe academic and social environment that supports and fosters student growth and achievement.
- 10. Works as a district liaison in the implementation and coordination of school-based safety teams.
- 11. Works as a liaison between the school Anti-Bullying Specialist and Superintendent.
- 12. Upholds and enforces school rules, administrative regulations and procedures, and policies/regulations of the Board of Education.
- 13. Performs other duties within the scope of his/her employment and certification as may be assigned.

**ESSENTIAL SKILLS/ABILITIES**

- 1. High integrity and ethical standards.
- 2. Excellent leadership and organizational skills.
- 3. Excellent verbal and written communication skills.
- 4. Creative analytical and problem-solving skills.
- 5. Proficiency with technology resources.

- 6. Regular attendance.
- 7. Ability to traverse school facility and grounds.

**REPORTS TO**

Superintendent of Schools or designee.

**TERMS OF EMPLOYMENT**

Work year to be determined by the Board of Education.

**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.

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APPROVED BY: **Cumberland Regional Board of Education**  
 DATED: **April 28, 2022**

**Legal References:**

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