

BOE Approved 3/7/16

TITLE: DISTRICT ANTI-BULLYING COORDINATOR

QUALIFICATIONS:

Statutory requirements: "The superintendent of schools shall appoint the district anti-bullying coordinator. The superintendent shall make every effort to appoint an employee of the school district to this position."

REPORTS TO: Superintendent

JOB GOAL: To carry out the statutory duties of the district anti-bullying coordinator.

PERFORMANCE RESPONSIBILITIES:

A. Statutory Duties

The district anti-bullying coordinator shall:

1. Be responsible for coordinating and strengthening the school district's policies to prevent, identify, and address harassment, intimidation, and bullying of students;
2. Collaborate with school anti-bullying specialists in the district, the board of education, and the superintendent of schools to prevent, identify, and respond to harassment, intimidation, and bullying of students in the district;
3. Provide data, in collaboration with the superintendent of schools, to the Department of Education regarding harassment, intimidation, and bullying of students;
4. Execute such other duties related to school harassment, intimidation, and bullying as requested by the superintendent of schools;
5. Meet at least twice a school year, once in the first semester and once in the second semester, with the school anti-bullying specialists in the district to discuss and strengthen procedures and policies to prevent, identify, and address harassment, intimidation, and bullying in the district; and
6. Assist the school board and the anti-bullying specialist to meet timelines and deadlines.

B. Related duties

1. Meetings and correspondence
 - a. Arranges meetings, prepare agendas and handles follow up activities as necessary;
 - b. Receives and routes incoming calls and correspondence;
 - c. Prepares correspondence, notices and reports; and
 - d. Maintains a well-organized up-to-date filing system.
2. Other
 - a. Maintains confidentiality as required and appropriate; and
 - b. Performs other tasks related to the efficient operation of the office as assigned.
 - c. The anti-bullying duties will be in addition to any other existing responsibilities.

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.

ANNUAL 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.