

# **JOB DESCRIPTION**

## **———— PATERSON BOARD OF EDUCATION**

**SUPERVISOR – EDUCATIONAL  
1854 - Supervisor of Non-Traditional  
Programs/Climate and Culture for  
Harassment Intimidation and Bullying  
(HIB)**

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**JOB TITLE:**           **Supervisor of Non-Traditional Programs/Climate and Culture for  
Harassment Intimidation and Bullying (HIB)**

**REPORTS TO:**       **Chief of Staff or Designee**

### **NATURE AND SCOPE OF JOB:**

The Supervisor of Non-Traditional Programs/Climate and Culture-HIB will be responsible for strengthening the school district's policies to prevent, identify and address harassment, intimidation and bullying (HIB) of students. The Supervisor will ensure that required HIB trainings and other culture and climate related trainings are offered and conducted for school and district staff. The Supervisor will also ensure that the District complies with State guidelines with regard to reporting of HIB incidents to the Superintendent, the Board of Education and Paterson community. Communicates effectively with parents, members of the Paterson Public Schools district and community and colleagues in other districts

### **QUALIFICATIONS:**

The Supervisor of Non-Traditional Programs/Climate and Culture for Harassment Intimidation and Bullying (HIB) shall:

1. Hold a Bachelor's Degree from an accredited college or university
2. Have experience working in a multicultural/urban environment.
3. Hold and maintain a valid driver's license with no serious violations.
4. Have excellent administrative skills.
5. Demonstrate excellent organizational skills and the ability to motivate people.
6. Have excellent integrity and demonstrate good moral character and initiative.
7. Demonstrate knowledge and understanding of student discipline, attendance, truancy, and dropout prevention.
8. Exhibit a personality that demonstrates enthusiasm and the interpersonal skills to relate well with students, staff, administration, parents, and the community.

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9. Demonstrate the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary.
10. Demonstrate the ability to use electronic equipment for word processing, data management, information retrieval, visual and audio presentations, and telecommunications.
11. Provide proof of U. S. citizenship or legal resident alien status by completing Federal Form I-9 in compliance with the Immigration Reform and Control Act of 1986.
12. Provide evidence that a criminal record history check has been conducted and clearance has been given by the Department of Education. During the initial six-month period provide a sworn statement that the individual has not been convicted of a crime or a disorderly person's offense in accordance with 18A:6-7.1.
13. Provide evidence that health is adequate to fulfill the job functions and responsibilities with reasonable accommodation pursuant to 42 U.S.C. 12101 and in accordance with N.J.A.C. 6:3-4A.4.
14. Pass the State required Mantoux Intradermal Tuberculin Test as required by N.J.A.C. 6:3-4A.4.
15. Meet such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

### **VERIFICATION OF COMPETENCY:**

1. District application and resume.
2. Official college transcripts.
3. Required documentation outlined in the qualifications above.
4. Employment interview.

### **EMPLOYMENT TERMS:**

The Supervisor of Non-Traditional Programs/Climate and Culture for Harassment Intimidation and Bullying (HIB) shall be employed under the following terms:

1. Work year of twelve (12) months.

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2. Salary, benefits, leave time and conditions as negotiated.
3. Conditions established by all laws and codes of the State, and all policies, rules, and regulations established by the Board of Education (N.J.S.A. 18A:27-4 et. seq.).

### **JOB FUNCTIONS AND RESPONSIBILITIES:**

The Supervisor of Non-Traditional Programs/Climate and Culture for Harassment Intimidation and Bullying (HIB) shall:

1. Conduct district monitoring to ensure continuing compliance with state law and district policy
2. Works collaboratively with administrators and teachers on issues related to the implementation of the district's HIB policy.
3. Serves as liaison to schools, central offices, community stakeholders, parents and students facilitating bullying prevention and intervention programs.
4. Serves as a key resource for resolving complex HIB incidents
5. Works with administrative, instructional and non-instructional staff, parents, community members, and students to coordinate intervention and prevention programs to decrease (HIB) incidents within designated schools.
6. Works as a district liaison with each school Anti- Bullying Specialist.
7. Attends training sessions and other HIB related professional development activities as required or mandated.
8. When needed, attend Paterson Municipal Truancy Court to address HIB issues
9. Protect confidentiality of records and information about staff and students, and use discretion when sharing any such information within the legal confines
10. Provide data, in collaboration with Director, to the Superintendent of Schools and the New Jersey Department of Education and ensure that the District complies with State guidelines regarding the reporting of HIB incidents to the Superintendent, the State, the Board of Education and the Paterson community regarding harassment, intimidation and bullying of students
11. Prepares monthly and annual reports for HIB accountability as required by state law.

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## **PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential responsibilities and functions of the job.

Unless reasonable accommodations can be made, while performing this job the staff member shall:

1. Use strength to lift items needed to perform the functions of the job.
2. Sit, stand, and walk for required periods of time.
3. Speak and hear.
4. Use close vision, color vision, peripheral vision and depth perception along with the ability to focus vision.
5. Communicate effectively in English, using proper grammar and vocabulary. American Sign Language or Braille may also be considered as acceptable forms of communication.
6. Reach with hands and arms and use hands and fingers to handle objects and operate tools, computers, and/or controls.

## **ENVIRONMENTAL DEMANDS:**

The environmental demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive.

1. Exposure to a variety of childhood and adult diseases and illnesses.
2. Occasional exposure to a variety of weather conditions.
3. Exposure to heated/air conditioned and ventilated facilities.
4. Exposure to a building in which a variety of chemical substances are used for cleaning, instruction, and/or operation of equipment.
5. Function in a workplace that is usually moderately quiet but that can be noisy at times.

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### EVALUATION:

The Director shall evaluate the Supervisor of Non-Traditional Programs/Climate and Culture for Harassment Intimidation and Bullying (HIB) in accordance with Policy No. 3223, Regulation Nos. 3223.1 or 3223.2, this Job Description, and such other criteria as shall be established by the Board of Education.

  
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Approved

  
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Date