

NORTHERN HIGHLANDS REGIONAL HIGH SCHOOL DISTRICT

TITLE: **ANTI-BULLYING COORDINATOR**

QUALIFICATIONS:

1. Valid New Jersey Teaching Certificate
2. Knowledge of harassment, intimidation and bullying (HIB) legislation.
3. Computer literacy including spreadsheets, databases, and word processing skills.
4. Strong interpersonal and communications skills.
5. Ability to work under and adhere to deadlines.
6. Shall maintain a level of confidentiality.
7. Required criminal history background check and proof of US citizenship or legal resident alien

REPORTS TO: Superintendent or their designee

POSITION GOAL:

Responsible for coordinating and strengthening the Northern Highlands Regional High School District policies to prevent, identify, and address harassment, intimidation and bullying (HIB).

ESSENTIAL JOB FUNCTIONS:

1. Enforce the statues, policies and regulations in reference to the HIB legislation.
2. Investigate HIB incidents in conjunction with the school specialists/school safety teams.
3. Collaborate with school anti-bullying specialists in the district, the board of education and the Superintendent of Schools to prevent, identify and respond to HIB of students in the District.
4. Review and strengthen school climate and policies in order reduce future HIB incidences.
5. Facilitate and conduct trainings for the community, students, teachers, staff and parents on HIB.
6. Report to the Superintendent or designee investigation results for local board review.
7. Collaborate with Directors of Security and Guidance to accurately report incidents

- of harassment, intimidation and bullying.
8. Attend a minimum of two (2) board hearings annually plus any additional parent-requested hearings before the board to respond to HIB complaints.
 9. Provide data, in collaboration with the Superintendent of Schools, to the Department of Education regarding HIB of students.
 10. Ensure that the district and school websites contain the information regarding HIB required by applicable law.
 11. Complete other assignments as directed.

**TERMS OF
EMPLOYMENT:**

Salary and work year to be determined by the Board.

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.

BOE APPROVED: 10/2/17

2nd Reading: 10/16/17