

NORTHERN HIGHLANDS REGIONAL HIGH SCHOOL DISTRICT

TITLE: ANTI-BULLYING SPECIALIST

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: Principal

POSITION GOAL:

Responsible for investigation and coordination of the Northern Highlands Regional High School District harassment, intimidation and bullying (HIB) program.

ESSENTIAL JOB FUNCTIONS:

1. Chair school climate and safety team.
2. Lead investigation of incidents of harassment, intimidation and bullying.
3. Act as the primary school official responsible for preventing, identifying and addressing incidents of harassment, intimidation and bullying.
4. Ensure compliance with mandated trainings as required by NJ code on HIB.
5. Review and strengthen school climate and policies in order reduce future HIB incidences.
6. Assist the Anti-Bullying Coordinator as necessary with investigations of incidents of HIB.
7. Enforce the statues, policies and regulations in reference to the HIB legislation.
8. Performs other duties which may be within the scope of his/her employment and position as may be assigned.

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