

TITLE: Anti-Bullying Specialist

QUALIFICATIONS: New Jersey Teaching Certificate.

REPORTS TO: Superintendent of Schools and Principals.

TERM: 10 Month – Staff school hours.

RESPONSIBILITIES INCLUDE:

1. The school anti-bullying specialist shall:
 1. Chair the school safety team;
 2. Lead the investigation of incidents of harassment, intimidation, and bullying in the school; and
 3. Act as the primary school official responsible for preventing, identifying, and addressing incidents of harassment, intimidation, and bullying in the school.
2. The school anti-bullying specialists shall meet at least twice a school year with the school anti-bullying coordinator in the district, once in the first semester and once in the second semester, to discuss and strengthen procedures and policies to prevent, identify, and address harassment, intimidation, and bullying in the district.

B. Investigations and incident reports

The anti-bullying specialist will lead the investigation that is initiated by the school principal within one day of the report of an incident. The building principal may appoint additional personnel to assist in the investigation;

1. The specialist will complete the report as soon as possible, within a maximum of 10 school days; and
2. Within two school days from completing the investigation, the results will be reported to the superintendent who will make recommendations on training, discipline, counseling, intervention services, or other action.

C. Meetings and correspondence

1. The anti-bullying specialist will speak at a board hearing on the incident if called by the board;
2. Arranges meetings, prepares agendas and handles follow up activities as necessary;
3. Receives and routes incoming calls and correspondence;
4. Prepares correspondence, notices and reports; and

Maintains a well-organized up-to-date filing system

2. Other

1. Maintains confidentiality as required and appropriate; and
2. Performs other tasks related to the efficient operation of the office as assigned.
3. Performs the anti-bullying duties in addition to any other existing responsibilities.