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

1.  Be responsible for coordinating and strengthening the school district’s policies to prevent, identify, and address harassment, intimidation, and bullying of students;
2.  Collaborates with school anti-bullying specialists in the district, the board of education, and the superintendent of schools to prevent, identify, and respond to reports of harassment, intimidation, and bullying of students in the district;
3.  Provides data, in collaboration with the superintendent of schools, to the Board of Education, to the Department of Education regarding harassment, intimidation, and bullying of students;
4.  Executes such other duties related to school harassment, intimidation, and bullying as requested by the superintendent of schools;
5.  Meets 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.  Assists 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:  Appointed by the Superintendent.

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.

Approved by:  Warren Hills Regional Board of Education
Date: October 30, 2018
Revised:

**Legal References:**

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<thead>
<tr>
<th>Legal Reference</th>
<th>Description</th>
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<tbody>
<tr>
<td>N.J.S.A. 18A:16-1</td>
<td>Officers and employees in general</td>
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<tr>
<td>N.J.A.C. 6A:32-6</td>
<td>School employee physical examinations</td>
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