

GLASSBORO PUBLIC SCHOOLS
Glassboro, New Jersey

JOB DESCRIPTION

TITLE: **Anti-Bullying Specialist**

QUALIFICATIONS: Holds or is eligible for a New Jersey Assistant School Counselor Certification, School Psychologist, School Social Worker

REPORTS TO: Chief Academic Officer

JOB GOAL/MAJOR FUNCTIONS:

To coordinate and implement a comprehensive Anti-Bullying Program consisting of conflict resolution and/or peer mediation to identify and eliminate harassment, intimidation, and bullying (HIB).

AUTHORITY AND RESPONSIBILITY

Under the direction of the Chief Academic Officer, the Anti-Bullying Specialist will be responsible for the following:

1. Coordinates and facilitates all HIB inquiries in assigned buildings
2. Develops and implements a comprehensive Anti-Bullying Program
3. Delivers large group (including grade level) and small group training, presentations and activities for students related to bullying and school climate
4. Meets at least twice per school year with school assigned Anti-Bullying Specialists
5. Provides training for District staff related to HIB policy and procedures
6. Responsible for the delivery of parent/community education related to HIB law, policy, and procedures
7. Coordinates and implements Conflict Resolution and Peer Mediation Programs
8. Develops Action Plans as necessary related to HIB inquiries
9. Maintains all records related to HIB inquiries
10. Communicates with parents of students involved in HIB inquiries
11. Attends HIB appeals with the Board of Education as required by the Superintendent

12. Attends professional development and learning opportunities related to HIB law and best practices
13. All other duties delegated by the Principal

TERMS OF EMPLOYMENT:

This is a ten and a half (10.5) month position with salary and contract terms to be negotiated

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EVALUATION:

Performance in this position will be evaluated annually in accordance with the provisions of Board policy on evaluation of personnel.

Board Approved: