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**JOB DESCRIPTION****ANTI-BULLYING COORDINATOR 1400.08**

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**BOARD OF EDUCATION  
FAIRFIELD, NJ****MANDATED  
CERTIFICATED/CENTRAL OFFICE**

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**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:** Designated Supervisor

**JOB GOAL:** To carry out the statutory duties of the district anti-bullying coordinator.

**PERFORMANCE RESPONSIBILITIES:****A. Statutory Duties**

The district anti-bullying coordinator shall:

1. Be responsible for coordinating and strengthening the school district's policies to prevent, identify, and address harassment, intimidation, and bullying of students;
2. Collaborate with school anti-bullying specialists in the district, the board of education, and the superintendent of schools to prevent, identify, and respond to harassment, intimidation, and bullying of students in the district;
3. Provide data, in collaboration with the superintendent of schools, to the Department of Education regarding harassment, intimidation, and bullying of students;
4. Execute such other duties related to school harassment, intimidation, and bullying as requested by the superintendent of schools;
5. Meet 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. Assist 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.

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**ANTI-BULLYING COORDINATOR****TERMS OF  
EMPLOYMENT:**

Salary and work year to be determined by the board.  
The anti-bullying duties will be in addition to any other existing responsibilities.

**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:

Date:

Revised:

**Legal References:**

<u>N.J.S.A. 18A:6-7.1</u>	Criminal history record
<u>N.J.S.A. 18A:16-1</u>	Officers and employees in general
<u>N.J.S.A. 18A:16-2</u>	Physical examinations; requirement
<u>N.J.S.A. 18A:17-2</u>	Tenure of secretarial and clerical employees
<u>N.J.S.A. 18A: 37-13 to 32</u>	The "Anti-Bullying Bill of Rights Act"
<u>N.J.A.C. 6A:32-6</u>	School employee physical examinations

8 U.S.C.A. 1100 et seq. Immigration Reform and Control Act of 1986

JD: Anti-Bullying Coordinator

Adopted: January 10, 2013