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**JOB DESCRIPTION****ANTI-BULLYING SPECIALIST 1400.09**

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

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**ANTI-BULLYING SPECIALIST****QUALIFICATIONS:**

Statutory requirements: "When a school guidance counselor, school psychologist, or another individual similarly trained is currently employed in the school, the principal shall appoint that individual to be the school anti-bullying specialist. If no individual meeting this criteria is currently employed in the school, the principal shall appoint a school anti-bullying specialist from currently employed school personnel."

**REPORTS TO:** Designated Supervisor**JOB GOAL:** To carry out the statutory duties of the school anti-bullying specialist.**PERFORMANCE RESPONSIBILITIES:****A. Statutory Duties**

1. The school anti-bullying specialist shall:
  - a. Chair the school safety team;
  - b. Lead the investigation of incidents of harassment, intimidation, and bullying in the school; and
  - c. 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**

1. 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;
2. The specialist will complete the report as soon as possible, within a maximum of 10 school days; and
3. 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. Related duties**

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

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**ANTI-BULLYING SPECIALIST(continued)**

- d. Prepares correspondence, notices and reports; and
  - e. 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. Performs the anti-bullying duties in addition to any other existing responsibilities.

**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
<u>8 U.S.C.A. 1100 et seq.</u>	<u>Immigration Reform and Control Act of 1986</u>

JD: Anti-Bullying Specialist

Adopted: January 10, 2013