UPPER SADDLE RIVER
SCHOOL DISTRICT
A TRADITION OF EXCELLENCE

JOB DESCRIPTION

SCHOOL ANTI-BULLYING SPECIALIST

I. **Title:** School Anti-Bullying Specialist

II. **Qualifications:**
   A. *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.
   B. Valid New Jersey Teaching Certificate
   C. Knowledge of harassment, intimidation and bullying (HIB) legislation
   D. Strong interpersonal and communications skills
   E. Required criminal history check and proof of U.S. citizenship or legal resident alien status

III. **Primary Function:** To carry out the statutory duties of the school anti-bullying specialist.

IV. **Reports to:** Principal or Designated Administrator/Supervisor

V. **Major Duties and Responsibilities:**
   a. Chair the school safety team;
   b. Lead the investigation of incidents of harassment, intimidation, and bullying in the school;
   c. Act as the primary school official responsible for preventing, identifying, and addressing incidents of harassment, intimidation, and bullying in the school.
   d. Meet at least twice a school year with the school anti-bullying coordinator, to discuss and strengthen procedures and policies to prevent, identify, and address harassment, intimidation, and bullying in the school.
   e. Speak at a board hearing on the incident if called by the board;
   f. Maintains confidentiality as required and appropriate; and
   g. Performs other duties which may be within the scope of his/her employment and position as may be assigned.

VI. **Terms & Conditions of Employment:** To be determined by the Board. The anti-bullying duties will be in addition to any other existing responsibilities.

VII. **Evaluation:** Performance of this job will be evaluated annually.