



**OAKLYN PUBLIC SCHOOL DISTRICT  
JOB DESCRIPTION**

**TITLE: DISTRICT ANTI-BULLYING COORDINATOR**

**QUALIFICATIONS:**

School Principal Certification

**REPORTS TO:** Superintendent of Schools

**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 specialist 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 year, once in the first semester and once in the second semester, with the school anti-bullying specialist 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, prepares 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:**

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.

**DATE APPROVED:**

October 18, 2011