

TITLE: District HIB Coordinator

QUALIFICATIONS: New Jersey Teaching Certificate.

REPORTS TO: Superintendent of Schools and Principals.

TERM: 10 Month – Staff school hours.

RESPONSIBILITIES INCLUDE:

1. Responsible for coordinating and strengthening the school district's policies to prevent, identify, and address harassment, intimidation and bullying of students.
 1. Meets at least twice a year with the Schools Anti-bullying Specialist in the district to discuss and strengthen procedures and policies to prevent, identify, and address HIB in the district.
 2. Provides data, in collaboration with the Superintendent, to the NJDOE regarding investigations and incidents of HIB involving students and district personnel.
 3. Maintains a well-organized and up-to-date filing system of HIB incidents and is responsible for the HIB reporting to the NJDOE.
 4. Assists the Superintendent, School Board and the Anti-Bullying Specialist to meet district and state timelines and deadlines.
 5. Executes such other duties related to school harassment, intimidation, and bullying as requested by the Superintendent of Schools.