

**Middletown Township Board of Education  
Middletown, New Jersey 07748**

**JOB DESCRIPTION**

**Title:** Anti-Bullying Specialist

**Qualifications:**

- NJ Student Assistance Counselor, School Psychologist, School Social Worker, School Counselor certification or NJ Instructional Teaching certification required
- Other qualifications as determined by the Superintendent of Schools

**Reports To:** Assistant Superintendent for Student Support Services

**Job Goals:**

- To coordinate and implement a comprehensive Anti-Bullying Program
- To coordinate and implement a Conflict Resolution and/or Peer Mediation Program
- To provide training for all stakeholder groups on HIB law, policy and procedures

**Performance  
Responsibilities:**

1. Coordinates and facilitates all HIB inquiries in assigned buildings
2. Develops and implements a comprehensive Anti-Bullying Program
3. Delivers large group (including grade level) and small group training, presentations and activities for students related to bullying and school climate
4. Provides training for District staff related to HIB policy and procedures
5. Responsible for the delivery of parent/community education related to HIB law, policy, and procedures
6. Coordinates and implements Conflict Resolution and Peer Mediation Programs
7. Develops Action Plans as necessary related to HIB inquiries
8. Maintains all records related to HIB inquiries
9. Communicates with parents of students involved in HIB inquiries
10. Attends HIB appeals with the Board of Education as required by the Superintendent
11. Attends professional development and learning opportunities related to HIB law and best practices
12. Such other duties as assigned by the Superintendent or designee

**Terms of  
Employment:** Ten-month year  
Salary in accordance with negotiated salary guide and terms of employment

**Evaluation:** Performance of this position will be evaluated with the provision of the Board policy on evaluation of certified personnel

**Approved By:** Board of Education

**Date:**