

East Newark Board of Education  
501 N. Third Street, East Newark, N.J. 07029  
973-481-6800

**Title:** HIB Specialist / Anti-bullying Coordinator (ABC)

**Reports to:** Chief School Administrator

**Job Goals:** To minimize occurrences of HIB and promote positive behaviors among students.

**Qualifications:**

- Must hold a New Jersey Department of Education Teaching Certification.
- Prior successful experience with HIB in a public school setting.
- Ability to communicate, both in writing and orally.
- The ability to create and maintain a climate of respect and fairness for all students.
- Ability to work as a member of a high functioning team.
- Understanding of the HIB statute and code.
- Strong understanding of cultural proficiency, equity, opportunity, and access required.

**Key Competencies:**

- Patience
- Organization and planning
- Flexibility
- Teamwork

**Performance Responsibilities:**

- Coordinate trainings for staff related to HIB
- Assist with investigations of incidents of harassment, intimidation or bullying in the school district.
- Coordinate the work of the school safety team.
- Assist in student support, as needed.
- Assist the Chief School Administrator (and designee) when meeting with parents regarding student HIB and discipline.
- Consult with student services coordinator, principals, guidance counselors and teachers on school programs and policies as they affect the psychological well being of the students;
- Maintain contact with all community and state level social agencies concerned with HIB laws and protocols.
- Attend statewide HIB trainings and turnkey with school staff.
- Assist with in-service training programs for school personnel (administrators, teachers, guidance, etc.)

**Evaluation:** The HIB Specialist / Anti-bullying Coordinator (ABC) will be evaluated by the Superintendent

Board approved: October 21, 2019