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7, 7 / (	Specialist, Bullying Prevention	& / \$ 6 6 , ) , & \$ 7 , 2 1	Non-Represented Management, Classified
6 ( 5 , ( 6	Specialist II	) / 6 \$	Exempt
- 2 % & / \$ 6 6 & 2 ' \$ 244		: 2 5 . < ( \$ 5	12 Months
' ( 3 \$ 5 7 0 ( 1 7	Student Hearing & Placement Office	6 \$ / \$ 5 <	Range 5 Salary Schedule A
5 ( 3 2 5 7 6 7 2	Director, Student Hearing & Placement Office	+ 5 \$ 3 3 5 2 9 \$ / + 5 5 ( 9 , 6 , 2 1	06-27-11 10-01-2021

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Provide leadership throughout the district on efforts to reduce bullying and harassment at school sites. Oversee implementation of bullying prevention programs; coordinate training for students, parents, and staff to raise awareness of the district's anti-bullying policy. (List all duties, knowledge, or abilities that accurately reflect the principle job elements.)

Develop a training module for administrators and staff regarding the identification of alleged acts of bullying or harassment, prevention and intervention, as well as a set of best practices and mandatory actions for school administrators when responding to bullying situations; oversee implementation of bullying prevention programs at school sites. ( )

Implement procedures that ensure the district's anti-bullying policy is applied to all applicable acts of harassment and bullying, whether it takes place on or off school property, electronically, at any school-sponsored function, in a school vehicle, or by students, family members, or staff. ( )

Plan and lead a district committee focused on bullying and harassment; create and lead a youth action team focused on bullying prevention. ( )

Ensure that all district and site handbooks incorporate information about the anti-bullying policy into relevant handbooks and training materials. ( )

Collaborate with principals and other school district personnel to provide training to at-risk and struggling performing students. ( )

Develop an effective monitoring and evaluation system, which includes data collection, and a communication mechanism; develop an evidence base, benchmarks, and indicators in order to measure the effectiveness of training. ( )

Work with schools to develop several different methods of soliciting reports on bullying from the school community. (

Develop resources to focus on prevention activities with populations at high risk of bullying; ensure that victims of bullying receive appropriate counseling and support. (

Write grants, oversee a budget related to bullying prevention, and assist with the preparation of the department's annual budget; analyze and review budgetary and financial data; monitor and authorize expenditures in accordance with established guidelines. (

Lead and work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities. (

Direct the preparation and maintenance of a variety of narrative and statistical reports, records, correspondence, and files related to assigned services, activities, and operations; operate a computer. (

Communicate and collaborate with other administrators, district personnel, outside organizations, and the school community to coordinate activities and programs, resolve issues and conflicts, and exchange information; model district standards of ethics and professionalism. (

Supervise, evaluate, and hold accountable the performance and professionalism of assigned staff; interview and select employees, and recommend transfers, reassignments, terminations, and disciplinary actions; plan, coordinate, and arrange for appropriate training of assigned staff. (

Perform related duties as assigned.

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Any combination equivalent to: bachelor's degree, and two years of increasingly responsible experience in an administrative or supervisory position with a background in providing support to students, training, prevention and intervention. Advanced degrees are preferred.

Must possess an understanding of current issues facings schools, behavior management, anti-bullying work, child protection (including abuse), and personal and social development of children.

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Valid California driver's license; provide personal automobile and proof of insurance. Administrative Services Credential and/or Pupil Personnel Services Credential preferred.

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**KNOWLEDGE OF:**

- Bullying prevention programs.
- Planning, organization, and coordination of the assigned programs.
- Resources to focus on prevention activities with populations at high risk of bullying.
- Methods of soliciting reports on bullying.
- District organization, operations, policies, and objectives.
- Grant writing, and budget preparation and control.
- Applicable laws, codes, regulations, policies, and procedures related to assigned duties.
- Interpersonal skills using tact, patience, and courtesy.
- Effective oral and written communication skills.
- Principles and practices of management, supervision, and training.
- Evaluation approaches, strategies, and techniques.
- Operation of a computer and related software.

ABILITY TO:

Develop training modules for administrators and staff.

Reduce bullying and harassment at school sites.

Coordinate training for students, parents, and staff.

Develop and monitor systems for reporting bullying.