



NEW: Submitted:  
07/01/2019 05/14/2019

JOB TITLE:	SUPERVISOR BULLYING PREVENTION
DIVISION	ACADEMIC SERVICES
SALARY SCHEDULE/GRADE:	IV/GR 8
WORK YEAR:	AS APPROVED BY BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4226
BARGAINING UNIT:	CERX

#### SCOPE OF RESPONSIBILITIES

Provides leadership for the coordination of Bullying Prevention department. Coordinates with outside agencies, JCPS, and the local community to support prevention of bullying through education. Supports schools in the design, coordination and implementation of bullying prevention policies and curriculum. Additionally, the supervisor will delegate responsibilities for monitoring and facilitating the Bullying Tipline.

#### PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Provides training, consultation and other support to administrators, teachers, school-based leadership and community teams to facilitate the design, coordination, and implementation of Bullying Prevention education curriculum at both the district and school levels

Supports schools in designing and implementing effective restorative plans for students who are bullies and for victims

Coordinates and supervises the work of the resource teachers to best meet school and District student needs

Monitors the fidelity of implementation of District and school level bullying policies

Identifies professional learning needs for both school and District personnel and coordinates trainings as needed related to bullying prevention

Encourages and models skillful use of data to inform decision making as related to bullying prevention

Maintains cooperative and positive working relationships with school and District staff

Collaborates closely with social emotional learning staff to ensure student related trauma is handled properly as it relates to bullying

Serves as requested on District committees

Evaluates staff as assigned

Performs other duties as assigned by supervisor

Completes all trainings and other compliance requirements as assigned and by the designated deadline

#### PHYSICAL DEMANDS

This work is primarily sedentary. The work at times requires bending, squatting, crawling, climbing, reaching with the ability to lift, carry, push or pull light weights. The work requires the use of hands for simple grasping and fine manipulations. The work requires activities involving driving automotive equipment

#### MINIMUM QUALIFICATIONS

Master's degree with valid KY Teaching Certificate

Five (5) years successful experience as a teacher

KY Professional Certification in Administration and Supervision

Effective communication skills

DESIRABLE QUALIFICATIONS
Proven leadership abilities
Experience with diverse populations
Experience in planning, developing, and implementing professional learning programs