

**SACRAMENTO CITY UNIFIED SCHOOL DISTRICT  
Position Description**

<b>TITLE:</b>	Specialist, Bullying Prevention	<b>CLASSIFICATION:</b>	Non-Represented Management, Classified
<b>SERIES:</b>	Specialist II	<b>FLSA:</b>	Exempt
<b>JOB CLASS CODE:</b>	5244	<b>WORK YEAR:</b>	12 Months
<b>DEPARTMENT:</b>	Student Hearing & Placement Office	<b>SALARY:</b>	Range 5 Salary Schedule A
<b>REPORTS TO:</b>	Director, Student Hearing & Placement Office	<b>HR APPROVAL:</b>	06-27-11
		<b>HR REVISION:</b>	10-01-2021

**BASIC FUNCTION:**

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 impact of bullying and harassment; develop and monitor systems for reporting bullying.

**REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below [E]. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to 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. **E**

Implement procedures that ensure appropriate consequences and remedial responses to a student or staff member who violates the anti-bullying policy. **E**

Develop procedures for reporting bullying, investigating complaints of bullying, providing consequences and remedial response to perpetrators of bullying, as well as services for victims of bullying. **E**

Annually disseminate the anti-bullying policy to all school staff, students, and parents; reiterate that the policy applies 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. **E**

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

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

Collaborate with principals and other school district personnel to identify and implement evidence-based programs that support the health, wellness, and achievement of the lowest-performing students. **E**

Develop an effective monitoring and evaluation system, which includes data collection, and a consistent reporting mechanism; develop an evidence base, benchmarks, and indicators in order to measure the effectiveness and impact of training. **E**

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

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

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. **E**

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. **E**

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. **E**

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. **E**

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. **E**

Perform related duties as assigned.

#### **TRAINING, EDUCATION, AND EXPERIENCE:**

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 facing schools, behavior management, anti-bullying work, child protection (including abuse), and personal and social development of children.

#### **LICENSES AND OTHER REQUIREMENTS:**

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

#### **KNOWLEDGE AND ABILITIES:**

##### **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.

Write grant proposals.

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.

Communicate effectively, both orally and in writing.

Interpret, apply, and explain rules, regulations, policies, and procedures.

Analyze situations accurately, and adopt an effective course of action.

Plan and organize work to meet schedules and timelines.

Establish and maintain effective working relationships with diverse array of individuals and organizations.

Prepare comprehensive narrative and statistical reports.

Operate a computer and related software.

Supervise and evaluate the performance of assigned staff.

Meet state and district standards of professional conduct as outlined in Board Policy.

**WORKING CONDITIONS:****SAMPLE ENVIRONMENT:**

Office environment; drive a vehicle to conduct work.

**SAMPLE PHYSICAL ABILITIES:**

Hear and speak to exchange information and make presentations; dexterity of hands and fingers to generate reports, grant proposals, and correspondence utilizing a computer; see to monitor activities, read documents, and view a computer monitor; sit or stand for extended periods of time; bend at the waist, and reaching overhead, above the shoulders, and horizontally to retrieve and store files and other items; lift light objects.

**HEALTH BENEFITS:** Management employees purchase their own health benefits with district-offered plans.