

PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA

PCSB: 2205
Instructional

FLSA: Exempt

COORDINATOR, OTHER – BULLYING PREVENTION

REPORTS TO:

Executive Director, Student Services

SUPERVISES:

Not Applicable

QUALIFICATIONS:

Bachelor’s degree from an accredited college or university with state certification in Exceptional Student Education, Student Services, or a related field. Five (5) years of related professional experience, including budget and resource allocation. Demonstrated knowledge of bullying and harassment laws and regulations.

PREFERRED:

Master’s degree from an accredited college or university in Exceptional Student Education, Student Services, Educational Leadership, or a related field. Certification and experience as an Olweus trainer.

MAJOR FUNCTION

Assists the Executive Director, Student Services in the development and implementation of bullying and harassment prevention requirements in the elementary, middle, and high schools.

ESSENTIAL RESPONSIBILITIES

- Serves as member of the Student Services Leadership Team.
- Develops and implements processes to monitor bullying and harassment prevention implementation.
- Assists schools in monitoring the integrity of the bullying and harassment prevention plans.
- Assists schools in developing processes for entering data in the electronic database system.
- Collects and analyzes data for accurate reporting to the state.
- Provides short- and long-term planning to ensure compliance regarding eligibility and development of bullying and harassment prevention plans for students.
- Collaborates with Student Services staff and schools to resolve disputes that arise with parents and schools.
- Collaborates with district and school staff to plan, conduct, facilitate, and evaluate professional development for school-based, district personnel and parents involved with students with bullying and harassment prevention plans, for appropriate training with mentoring and support.
- Works directly with students presenting information about bullying prevention and intervention as well as working one-on-one with students as needed.
- Coordinates communication between stakeholders to support effective bullying and harassment prevention to optimize student outcomes.
- Demonstrates positive results in the implementation of the Student Services Strategic Plan.
- Utilizes appropriate information systems to monitor outcomes.
- Systematically shares data with district and school staff to assist in the monitoring of safety plans for students.
- Assesses customer satisfaction and plans for improvements.
- Utilizes Student Services Strategic Plan and District Strategic Plan results measures for program evaluation.
- Assists district and school staff in demonstrating full and satisfactory implementation of bullying and harassment prevention and related State Board of Education Rules.
- Collaborates with the Department of Education, including grant staff, regarding implementation of State initiatives.
- Participates in required state or federal compliance monitoring activities.
- Develops and implements a plan for personal professional development.
- Participates in relevant professional organizations.
- Performs other related duties as required.

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TERMS OF EMPLOYMENT

Salary and benefits shall be paid consistent with the district's approved compensation plan. Length of the work year and hours of employment shall be established by the District.

Performance of the job will be evaluated in accordance with provisions of the School Board's policy on evaluation of personnel.

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.

HISTORY OF JOB CLASSIFICATION

ISSUED: 07/10/16 CH; BOARD APPROVED: 08/23/16

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WORKING CONDITIONS & PHYSICAL EFFORT:	Seldom Or Never	Monthly	Weekly	Daily	Hourly
1. Lift objects weighing up to 20 pounds				X	
2. Lift objects weighing 21 to 50 pounds	X				
3. Lift objects weighing 51 to 100 pounds	X				
4. Lift objects weighing more than 100 pounds	X				
5. Carry objects weighing up to 20 pounds				X	
6. Carry objects weighing 21 to 50 pounds	X				
7. Carry objects weighing 51 to 100 pounds	X				
8. Carry objects weighing 100 pounds or more	X				
9. Standing up to one hour at a time				X	
10. Standing up to two hours at a time				X	
11. Standing for more than two hours at a time	X				
12. Stooping and bending		X			
13. Ability to reach and grasp objects					X
14. Manual dexterity or fine motor skills				X	
15. Color vision, the ability to identify and distinguish colors					X
16. Ability to communicate orally					X
17. Ability to hear		X			
18. Pushing or pulling carts or other such objects					X
19. Proofreading and checking documents for accuracy					X
20. Using a computer to enter and transform words or data					X
21. Using various technology tools					X
22. Working in a normal office environment with few physical discomforts					X
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions	X				
24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions	X				
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls	X				
26. Operating automobile, vehicle, or van	X				
27. Other physical, mental or visual ability required by the job	X				

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