



TITLE: SPEC Restoration and Safety Coordinator

POSITION INVENTORY: C 43

DEPARTMENT: Student and Family Services

REPORTS TO: Building Administrator

RECEIVES GUIDANCE FROM: Building Administrator/ Student Services Director

FLSA Status: Exempt	Full Time
195 days	8 Hour Day

BASIC FUNCTION:

Under the supervision of the building administrator, the Restoration and Safety Coordinator provides day to day organization and implementation of the building level safety and restorative practices. Coordinators provide guidance and oversight to school restoration and safety team members, including campus monitors, restoration facilitators, juvenile court liaisons, and other community volunteers. The Restoration and Safety Coordinator will play a key role in ensuring restorative practices are infused in the school community, safety and security are maintained and improved, and all community members have foundational learning on restorative practices. This position requires continuous use of independent judgment and use of emotional objectivity.

ESSENTIAL FUNCTIONS:

1. Lead the restoration process and implementation of restorative practices within the school community (IIRP trainer and practitioner)
2. Lead the safety and security of the building through the implementation of the District Safety Framework
3. Ability build and maintain positive relationships with stakeholders
4. Maintains emotional objectivity pre, during and post-intervention
5. Maintains the building CPI crisis response team and is a certified CPI trainer for the building
6. Ensure the School maintains proper documentation to meet Chapter 103 for Restraint and Seclusion
7. Provides professional development to all staff in restorative practices and monitors implementation
8. Lead the school through safety implementation and crisis response
9. Works close with law enforcement and DMPS public safety to maintain a safer and secure learning environment
10. Work directly with Des Moines Police Department to support diversion of youth
11. Leads and organizes all community restoration facilitators, ensuring quality implementation and use of time
12. Works closely with the District Operations team to ensure preparedness and compliance with physical plant safety and crisis response (facility group)
13. Collaborates with DMPS public safety supervisor to ensure communication regarding community and school events involving law enforcement
14. Transports youth on as needed basis
15. Participate in and utilize training on seizure and detainment of dangerous materials and weapons
16. Participate in and utilize training on anti-bias
17. Participate in and utilized training on trauma informed care

ADDITIONAL ESSENTIAL FUNCTIONS (for every DMPS position):

1. Attend work on a prompt and regular basis.
2. Maintain confidentiality.
3. Maintain satisfactory and harmonious working relationships with the public, students, and other employees.
4. Assist with other duties as may be assigned.

HIRING SPECIFICATIONS:

Required:

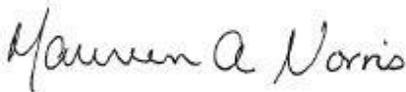
1. Bachelor’s degree in education, social work, or related field, **or** minimum of 4 years’ working with youth in a teaching, counseling or youth advocate role.
2. Competency working in a culturally diverse environment or the willingness to acquire these skills.

Desired:

1. Valid IA teaching license or statement of recognition, or related experience
2. Experience in counseling, coaching, tutoring, mentoring, and/or academic support of at risk students
3. Experience in RTI or Multi-Tiered Systems or Supports (MTSS)
4. Competence in Microsoft tools including Word, Excel, and PowerPoint.

PHYSICAL DEMAND:	FREQUENCY:
Standing	Frequent 33% - 66%
Walking	Frequent 33% - 66%
Sitting	Frequent 33% - 66%
Bending/Stooping	Occasional 1% - 32%
Reaching/Pushing/Pulling	Occasional 1% - 32%
Climbing/Stairs	Occasional 1% - 32%
Driving	Occasional 1% - 32%
Lifting (25 lbs.)	Occasional 1% - 32%
Carrying (10 feet)	Occasional 1% - 32%
Manual Dexterity Tasks	
Telephone	Frequent 33% - 66%
Computer	Frequent 33% - 66%
Other	
Working Conditions	
Inside	Frequent 33% - 66%
Outside	Occasional 1% - 32%
Extremes of Temperature/Humidity	Occasional 1% - 32%

All of the above duties and responsibilities are essential job functions subject to reasonable accommodation. All job requirements listed indicate the minimum level of knowledge, skills and/or ability to perform the job proficiently. This job description is not to be construed as an exhaustive statement of duties, responsibilities or requirements. Individuals may be required to perform any other job-related instructions as requested by their supervisor, subject to reasonable accommodation



Date: 2/4/2021

*Human Resources Manager

*This job description is not approved without the signature of a Human Resources Representative.