Durham Public Schools
Job Description

JOB TITLE: Restorative Practices Coordinator

REPORTS TO: Principal

SALARY: Classified Salary Schedule

STATUS: Permanent, 10 months

SUMMARY: The Restorative Practices Coordinator works to build community and relationships in the school by providing training and modeling practices that create a restorative culture. Coordination of training and learning will be made available to all members of the school community. Opportunities for self-reflection, accountability and improved decision making will be provided in the Restorative Practices Center. The Restorative Practices Coordinator will collaborate with members of administration, Student Support Services and Teachers to provide responsive support to students.

RESPONSIBILITIES & DUTIES:

1. **School Level:**
    a. Build and support the capacity for comprehensive behavior management plans in schools; assist with the development and facilitation of school-based Restorative Practices Teams.
    b. Works as a champion of Restorative Practices to meet district goals for full implementation to enhance culture and climate across DPS.
    c. Develop positive relationships with students, teachers and families.
2. **Classroom Level:**
    a. Promote classroom teachers' skill development to increase appropriate behavior in the classroom and successfully deal with difficult situations.
    b. Facilitate effective classroom management through modeling, observation and feedback; identify and provide classroom management techniques, behavioral strategies, and resources. Work with students as needed.
    c. Facilitate formal conferences, restorative circles and mediations between students and students, students and staff, and staff and staff.
    d. Monitor student agreements to repair harm caused.
    e. Provides structure, expectations, and prevention of negative behaviors in the classroom setting

   f. Provides connection, repair and healing within the Restorative Practices Framework

3. **Training:**
   a. Provide staff development and coaching on topics identified by school teams to increase implementation of the Restorative Practices Framework.
   b. Teaches and models for staff and students prosocial behaviors, restorative conversations, circles and restorative conferences.
4. **Data Management:**
   a. Train and support staff in utilizing appropriate attendance and discipline reports to make data-driven decisions about school-wide behavior management and plans.
   b. Participates as a member of the school MTSS team and/or other teams that analyze school-wide behavior and climate data.
   c. Create and monitor behavior intervention plans through district approved software.
   d. Documents and analyzes referrals and reason(s) for referrals to identify patterns in behaviors
5. **Collaboration:**
   a. Works collaboratively with members of administration, Student Support Services, teachers, family (or trusted adults) to maximize instructional time and further implementation of MTSS.
6. **Communication:**
   a. Demonstrate effective communication skills; work effectively and respectfully with families, school personnel, and community resources.
7. **Other duties as assigned**.

MINIMUM EDUCATION, EXPERIENCE AND REQUIREMENTS:

Minimum of 48 semester hours of college coursework with a Bachelor's Degree preferred;
Certified as a Restorative Practices Trainer or willing to become certified within six months of employment
Experience working with school age children;
Demonstrated mastery of 21st century technology skills: Google Suite, Microsoft Office, Excel, etc.

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Focus on improving student behavior through teaching, modeling and follow-up.
2. Works independently and efficiently.
3. Possesses excellent oral and written communication skills.
4. Performs as a team player, in a team environment.
5. Relates well to diverse groups of people.
6. Possesses organizational and problem-solving skills.
7. Prioritizes and manages multiple tasks in a constantly changing environment.
8. Remains calm and professional in an environment with shifting priorities.
9. Collaborates positively and effectively with all faculty and staff.

RESOURCE REQUIREMENTS:

X Laptop **X** Desktop computer (may be docking station with laptop)
X e-mail address **X** Outlook VPN
Cellphone ☐ Pager Two-way radio
☐iPad **X** Office phone **X** 10-digit telephone number **X** 5-digit extension
X Printer Fax ☐District vehicle Software (Microsoft Office, Adobe)
AS400 SharePoint ☐Audio recording device **X** Web site access
Building access key/code (for necessary building access during non-traditional hours)

PHYSICAL REQUIREMENTS:

Work in this classification is considered light physical work, and may require the exertion of up to 20 pounds of force occasionally, a negligible amount of force frequently or constantly, in order to move objects.

DISCLAIMER:

The statements of the job description are intended to describe the general nature and level of work performed by an employee in this category. The description does not contain an exhaustive list of all responsibilities, duties, skills and other requirements necessary of employees to perform in this position.

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Signature Date