

<b>Job Title:</b>	Manager, Trauma Responsive Strategy
<b>Grade Level/Terms of Employment:</b>	130/ 260 Days
<b>FLSA Status:</b>	Exempt
<b>Work Location:</b>	Central Office
<b>Immediate Supervisor:</b>	Director, School Culture and Climate and Student Services

**General Description:**

The Manager, Trauma Responsive Strategy supports the implementation of RPS’s division-level strategy to ensure trauma responsive practices are a core part of the “RPS Way” and significantly contribute to students’ academic and social and emotional growth. The Manager engages with division and school-based leaders and staff to train, support, and empower them to lead this work as well as with community stakeholders to maintain and enhance relevant partnerships. The Manager is also responsible for ensuring seamless alignment between our restorative practices and trauma responsive work.

**Essential Duties and Responsibilities:**

- Lead the division’s Trauma Responsive Leadership Team (TRLT) and ensure that systemic approaches to the work are developed and implemented
- Build the capacity of RPS staff in understanding Adverse Childhood Experiences (ACEs), toxic stress, and brain science and how to build and promote student resilience
- Build the capacity of RPS staff in understanding wellness and self-care and how support their own mental health
- Identify and train RPS staff on specific trauma responsive practices and ensure division-wide use
- Provide coaching and support to division-level staff to assist school leaders in building their capacity to lead trauma-responsive work
- Provide school leaders with aligned resources, training materials, and direct coaching when requested, to support the implementation of trauma-responsive work in their buildings
- Determine metrics for success in implementing trauma responsive practices as the school level and collect data towards that end
- Identify and eliminate barriers to implementation across RPS schools and offices and effectively problem solve solutions
- Collaborate with the Manager, School Climate and Culture Strategy to ensure seamless alignment between trauma responsive and restorative practices and communicate this shared vision with appropriate stakeholders
- Liaise between state agencies, community partners, and RPS to identify additional support and resources to advance the trauma responsive work in the division
- Work with the Director, School Climate and Culture and Student Services and the School Planning Team to ensure the equitable allocation of mental health support staff
- Ensure that all new staff onboarding includes professional learning regarding trauma responsive practices
- Review policies and protocols of the school division to ensure that they are trauma responsive

**Qualifications:**

- Master's degree required; field of education or related area preferred
- At least three years of experience, preferably in an educational setting, with a strong understanding of trauma responsive practices
- Experience leading professional development with adults
- Strong project management and organization skills with the ability to track intricate details and prioritize multiple initiatives and timelines
- Experience in community outreach and willingness to be a part of the community and develop relationships that promote RPS
- Ability to establish and maintain effective working relationships with school leaders and staff, program administrators, parents and families
- Authentic, effective, and professional communication style including the ability to communicate effectively in person and by email and phone
- Strong computer skills (including Google Suite) and knowledge of databases and relevant software programs
- Possess strong analytical skills and problem-solving abilities