



Job Description
Job Title: Restorative Justice Coordinator– High School
Reports To: School Administrator

JOB SUMMARY

The Restorative Justice Coordinator (RJC) will be responsible for creating and implementing sustainable Restorative Justice systems, as well as delivering restorative practices to improve outcomes for youth, staff and families. The RJC will provide school-wide training for staff and students. The RJC will provide restorative circle groups and additional mentoring and de-escalation support to individual students as needed. The RJC reports to the Principal or Designated Administrator and does not supervise any employees.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.

- Design, develop, and implement restorative justice systems and programs in collaboration with key personnel and administration. This may include leading groups of students to build student RJ leadership capacity.
- Facilitate restorative practice interventions as needed to respond to emerging needs.
- Provide ongoing restorative justice training to staff members.
- Maintain program data collection requirements.
- Respond to conflicts as they occur in the building with de-escalation support as needed.
- Maintain a calming, restorative space for students to de-escalate and reflect following conflicts.
- Document RJ interventions and track impact over time through data collection and analysis.
- Develop and maintain positive relationships with students and staff, as well as the community, families and relevant organizations leading Restorative Justice work.
- Engage parents in site-based restorative practices, including training and parent dialogue circles.
- Be a member of the Restorative Justice and SST teams. Take on a leadership role with the RJ team.

SUPERVISORY RESPONSIBILITIES

Assume a share of responsibility for non-classroom student activities with the assigned workday

PURPOSE

To increase student outcomes through building positive relationships and leading restorative practices work between students, staff, and families within our school community.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Bachelor's degree in education, social work, counseling, or relevant field.

St. Helens School District
St. Helens, OR

- Degree requirement can be substituted with evidence of at least 3 years of relevant restorative justice work with youth.
 - Experience facilitating restorative practice interventions with youth, families and adults.
 - Experience providing direct services to historically disadvantaged high school students and a strong cultural relevance for this population.
 - Experience creating and implementing restorative justice systems within an institution. Trained in de-escalation techniques and healing engagement (trauma-informed best practices).
- Ability to work collaboratively with colleagues in team and individual settings.
 - Passionate about working with and motivating struggling high school students and their families.
 - Ability to communicate fluently verbally and in writing in English and preferably Spanish.
 - Ability to effectively present information and respond effectively to questions.
 - Ability to verbally respond to common inquiries.
 - Ability to read and interpret documents such as safety rules, operating and maintenance instructions, procedure manuals and governmental regulations.
 - Ability to apply common sense understanding to carry out instructions furnished in written, oral, schedule or diagram form.
 - Ability to deal with problems involving several concrete variables in standardized situations.
 - Creative problem-solver.
 - General knowledge of computer usage and ability to use e-mail, internet software and word processing software.
 - Preferred experience with 21st Century educational technology tools.
 - Skills and knowledge of restorative practices and restorative justice including philosophy, principles, models, interventions, forms, and techniques with a focus on communities of color.
 - Proven ability to establish and maintain collaborative relationships with a variety of diverse students, parents, school staff and community groups.
 - Proven ability to produce timely, clear and concise documentation and data collection/analysis.
 - Experienced in facilitating all three tiers of Restorative Practices including community building, peace-making and re-entry.
 - Proven ability to use Model-Mentor-Transfer process to coach and co-facilitate classroom circles with teachers

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St. Helens, OR

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

In an 8-hour workday, this job requires:

R - Rarely (Less than .5 hr per day)

O - Occasionally (.5-2.5 hrs per day)

F - Frequently (2.5-5.5 hrs per day)

C - Continually (5.5-8 hrs per day)

NA - Not Applicable

Physical Requirements	NA	R	O	F	C
Sitting				X	
Stationary Standing				X	
Walking (level surface)				X	
Walking (uneven surface)			X		
Crawling		X			
Crouching (bend at knees)		X			
Stooping (bend at waist)		X			
Twisting (knees/waist/neck)		X			
Turn/pivot		X			
Climbing (stairs)		X			
Climbing (ladder)		X			
Reaching Overhead		X			
Reaching extension		X			
Repetitive use arms		X			
Repetitive use hands grasping		X			
Repetitive use hands squeezing		X			
Fine manipulation		X			
Using foot control	X				
*Pushing/Pulling (Maximum Weight: 40 lbs)		X			
*Lifting/Carrying (Maximum Weight: 40 lbs)		X			

*Identify items typically moved: classroom supplies

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually low to moderate.

OTHER

Note: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable.

Prepared By: St. Helens SD

Prepared Date: 2023

I have read and understand this job description.

Signature: _____ **Date:** _____