

## **RESTORATIVE SPECIALIST**

### **DEFINITION:**

Under direction of site Principal or designee, provide comprehensive and culturally competent restorative practices support, designed to ensure the academic success of students, reduce punitive discipline that has a disproportionate impact on student groups, and promote positive climate and culture. The Restorative Specialist (RS) will oversee school site Restorative Room and support the entire community through consistent application of trauma-informed restorative practices, behavioral interventions, and individualized behavioral supports. This position provides research, professional development, and support to administrators, teachers, and support staff. The RS performs a full range of duties and responsibilities by supporting schools as they work to uphold the tenets of Restorative Practices.

**QUALIFICATIONS:** Any combination of training, experience and education that would likely demonstrate the required knowledge, skills, and abilities is qualifying. A typical way to obtain the knowledge and skills would be:

Education: Equivalent to the completion of the twelfth grade required. Supplemental course work in behavioral sciences or a related field is preferred.

Experience: At least two (2) years of experience working in a diverse school setting, with an understanding of the tenets of evidence-based Restorative practices.

### **DISTINGUISHING CHARACTERISTICS:**

- Respond appropriately to students in crisis with empathy, professionalism, and de-escalation skills.
- Perform essential job functions and task requirements.
- Demonstrate confidentiality of personal information regarding students.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Under the direction of site Principal or designee, incumbent will:

- Participates with implementation of an equitable and integrated system of student support (ex. SEL, School climate, Community Schools, attendance improvement, drop-out prevention/recovery, PBIS, restorative practices, MTSS, and Professional Learning Communities).
- Assists students with routine direction to complete pre-assigned independent tasks, using established rules and procedures, including returning completed work to the teachers and encouraging and supporting students with assignments.
- Monitors arrival, dismissal, and attendance of students under their supervision.
- Utilizes data to monitor progress, and program evaluation to determine the efficacy of restorative practices to increase safety and reduce racially disproportionate discipline, referral, and incarceration and recidivism.
- Serves as a liaison between the school, the home, and community partners in building and maintaining positive relationships that support student learning and emotional wellness.
- Assists with coordination and facilitation of training and technical assistance in restorative practices to staff in implementing restorative practices which includes but is not limited to parent-teacher-student conference, student study teams, peer mediation, restorative circles, conflict management, etc.
- Assists in coordinating the re-entry of students returning from discipline (suspensions, expulsion, incarceration) to increase access to supports and connection to school site staff and resources.

## **RESTORATIVE SPECIALIST**

- Assists in connecting students and families to support and connection to school site staff and resources to ensure students are enrolled and participating in specified programs and supports.
- Attends training and collaborative sessions to share best practices and disseminate knowledge.
- Supervises students in detention, restorative room, and other non-instructional classroom environments.
- Assists with referrals and procedures related to discipline in relation to tardies, absences, and SART/SARB process.
- Tracks referrals to identify patterns and inform intervention, process behavioral incidents with students and teachers, investigate discipline situations and administer appropriate consequences and interventions.
- Provides campus supervision as needed.
- Works with families to generate understanding of and participation in the Restorative process.
- Accompanies staff on home visits.
- Completes diversity/equity training and other relevant professional development.
- Other related duties may be assigned consistent with the knowledge, skills and abilities required for the job.

### **KNOWLEDGE:**

- Relevant educational laws and school policy.
- Document formatting and presenting information to others.
- Analysis of situations to define issues and draw conclusions.
- Methods of investigation.
- Record keeping.
- Conflict and emergency management.
- Solve practical problems.

### **ABILITIES AND SKILLS:**

- Operation of a computer and assigned software.
- Interpersonal skills using tact, patience, and courtesy.
- Conflict mediation and de-escalation strategies.
- Communication skills to write clear, concise, and readable reports and correspondence.
- Procedures and practices required in data collection, data processing, data entry and report preparation.
- Analyze situations accurately and adopt an effective course of action.
- Work independently with little direction.
- Maintain consistent, punctual, and regular attendance.

### **PHYSICAL REQUIREMENTS:**

**Physical abilities** include the usual and customary methods of performing the job's functions and require the following physical demands: occasional lifting, carrying, pushing and/or pulling; some climbing and balancing, some stooping, kneeling, crouching; reaching, handling, touching and/or feeling; manual dexterity to operate a telephone and enter data into a computer.

**Significant physical abilities** include ability to sit at a desk, conference table, or in meetings of various configurations for extended periods of time; see and read, with or without visual aids, laws and codes, rules, policies and other printed matter, computer screens and printouts; hear and

## **RESTORATIVE SPECIALIST**

understand speech at normal room levels and hear and understand speech on the telephone; speak in audible tones so that others may understand clearly in normal conversations.

### **WORK ENVIRONMENT:**

The work environment characteristics described 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 moderate.

Employees in this position will be required to work indoors in a standard office environment and come in direct contact with district staff and the public.