



CLASSIFIED SUPPORT

RESTORATIVE PRACTICES ADVOCATE

JOB DESCRIPTION

JOB TITLE: Restorative Practices Advocate
REPORTS TO: Campus Principal
LOCATION: Assigned Campus

FLSA STATUS: Exempt | Grant Funded
PAY GRADE: CLS-08
DAYS: 192
JOB ID & DATE: CLS-54, May 2024

JOB PURPOSE SUMMARY

A Restorative Practices Advocate is a professional who facilitates and promotes restorative justice practices, which focus on repairing harm caused by student behavior through inclusive and reparative processes involving victims, offenders, and the school community. The Advocate works to support all parties involved, aiming to achieve healing, accountability, and community safety.

REQUIREMENTS

Education Level Details

High School Diploma or GED

Certification Requirements

First Aid and CPR certification or commitment to achieve certification within 60 days of hiring.

Work Experience Required

Three(3) years of experience working with students, and/or three (3) years of experience in military, law enforcement, school security or equivalent experience required. Combination of experience or relevant substitutions may be considered.

Other Skills and Abilities Required

Understanding of childhood development and behavior management is preferred.
Basic computer skills preferred.
Strong communication skills, both orally and written.
Ability to follow complex oral and written instruction.
Bilingual in English and Spanish preferred.
Cultural sensitivity.

KEY FUNCTIONS, ESSENTIAL DUTIES AND RESPONSIBILITIES

Facilitation of Restorative Processes:

- Organize and facilitate restorative justice circles, mediation sessions, and conferences between victims and offenders.
- Ensure all parties have a voice and that their needs and concerns are addressed.

Case Management:

- Assess cases for suitability for restorative justice interventions.

- Develop and monitor individualized plans for offenders to make amends and engage in rehabilitation activities.

Education and Outreach:

- Educate staff, students and parents about restorative justice principles and practices.
- Conduct workshops and training sessions to promote awareness and understanding of restorative justice.

Collaboration:

- Work closely with law enforcement, social services, and community organizations to coordinate restorative justice efforts.
- Build and maintain partnerships with stakeholders to support and expand restorative justice programs.

Documentation and Reporting:

- Maintain accurate records of restorative justice processes and outcomes.
- Prepare reports and presentations on program activities, success stories, and challenges.

General

- Handles complex safety, intervention and prevention duties and special assignments, such as responding to potential student-involved crises (impending violence, safety threats, to students etc.), working with local law enforcement, investigations, and deployment of assigned staff.
- Assists school site Campus Safety Advocates, on appropriate approaches on how to adequately patrol and monitor all campus buildings and grounds; stop and question all students not in class during class time.
- Supervises and monitors the interior and exterior of campus facilities, during and after school to ensure the safety and welfare of students and staff and to ensure the security of the school facility and assets.
- Maintains familiarity with and enforce Student Conduct and Discipline Code, Safe Schools Handbook and other school rules and regulations.

Student Support

- Refers students and their families to internal and external services to best support the student and their family.
- Maintains a consistent presence in order to promote a positive rapport with students and staff.
- Provides a resource to students and staff through relationship building skills and a consistent visible presence.

- Establishes general and regular communication with students, administering both coaching and warnings to students.

Security

- Validates that exterior doors are secure throughout the school day.
- Assists the responding police officers and/or District personnel when outside agencies are called to the school.

Student Support

- Provides academic support for students to ensure they are successful in achieving academic growth and career readiness.
- Provides social emotional learning (SEL) opportunities and support in collaboration with school and district support staff.
- Collaborates with school staff to support attendance goals, including identifying causes of tardiness/absenteeism of students, collaborating on attendance plans, and implementing strategies to increase attendance rates.

Professional Standards

- Participates in training sessions, faculty meetings, and special events, as required.
- Maintains confidentiality.
- Follows district safety protocols and emergency procedures.
- Performs other job-related duties as assigned by the principal.

SUPERVISORY RESPONSIBILITIES

None

PHYSICAL REQUIREMENTS/WORKING CONDITIONS

The physical demands, work environment factors and mental functions described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Physical Demands: While performing the duties of this job, the employee is occasionally required to stand, climb or balance, stoop, kneel, crouch, or crawl.. The employee must regularly lift and/or move up to 40 pounds.

Work Environment: While performing the duties of this job, the employee will work primarily in school environments including but not limited to classrooms, hallways, offices, gyms, playgrounds, athletic facilities and cafeterias. The employee may work in other locations where employees or

students gather. The employee will be required to work some weekends and evenings. The Employee may be required to work from a remote location in the event of a district shut-down or other event.

Mental Functions: While performing the duties of this job, the employee is regularly required to communicate, compare, analyze, coordinate, instruct, evaluate, and use interpersonal skills. Occasionally required to compile, copy, compute and negotiate.

Employee Printed Name: _____ Employee ID Number: _____
Signature: _____ Date: _____