

CLASSIFIED JOB DESCRIPTION

**FEASTER INSTRUCTIONAL ASSISTANT- RESTORATIVE
PRACTICES SUPPORT SPECIALIST**

JOB SUMMARY:

Under the supervision of the Community School Coordinator and/or School Administrator, the Restorative Practices Support Specialist (RPSS) provides behavior intervention support to the entire school community. The RPSS promotes equitable opportunities to reduce disproportionate discipline and foster safe and supportive school environments.

ESSENTIAL JOB FUNCTIONS:

- Serve as a spokesperson for restorative practices; clearly articulate and explain the benefits of restorative processes.
- Provide campus supervision as needed.
- Respond to behaviors in and out of the classroom.
- Manage student discipline referrals by tracking referrals, process behavioral incidents with students, teachers, and parents, investigate discipline situations, and administer appropriate consequences and interventions.
- Coordinate and facilitate training and technical assistance in restorative practices to staff and families.
- Coordinate and facilitate circles and mediations.
- Coordinate and facilitate student leadership initiatives.
- Assist in coordinating the re-entry of students returning from discipline.
- Assist in connecting and ensuring students and families are enrolled and participating in specified programs and supports.
- Assist with data collection, progress monitoring, and program evaluation to determine the efficacy of restorative practices.
- Attend training and collaborative sessions to share best practices and disseminate information.
- Collaborate with Positive Behavior Intervention Supports (PBIS), Social-Emotional Learning (SEL) and other school climate initiatives to ensure alignment of restorative practices with other existing and emerging best practices.
- Engage families in behavior interventions and participation in restorative practices.
- Perform related duties as assigned.

ESSENTIAL JOB REQUIREMENTS - QUALIFICATIONS:

- Two years of college, AA degree or higher, or equivalent job-related experience.
- Multilingual preferred, minimum of English/Spanish fluency required.
- Flexibility to work before school, evenings and/or weekends.
- Experience working in an urban school setting preferred.

KNOWLEDGE OF:

- Restorative justice practices, culturally-responsive theories, conflict resolution techniques, and trauma-sensitive strategies
- Behavior and crisis management techniques

ABILITY TO:

- Manage time and priorities.
- Use Microsoft Office, Student Information Systems, and other technology as required.
- Gather, collate, classify, and analyze data.
- Make effective oral and written presentations.
- Assist students in problem solving, developing independence and social skills.
- Maintain good relations with the school personnel, parents, students, and community members.
- Effectively communicate in large and small groups settings.
- Establish and maintain accurate records and files.
- Work effectively as a member of a team.

EXPERIENCE

- 2 years of direct experience implementing restorative practices in schools or community setting preferred.

LICENSES AND CERTIFICATES:

- A valid California Driver's Licenses required at the time of appointment.
- CPR certification is desirable.

Salary Range : Feaster Classified Salary Schedule Range 25

Board Approved: 11-08-2023