



PREP Facilitator

Purpose Statement

The job of the PREP Facilitator is to provide intervention and support to students of diverse backgrounds to avert involvement with law enforcement agencies and increase student engagement within their home school. This position will work directly with students from all secondary schools in the district. The facilitator will provide individual and group skill-building opportunities for students, support academic instruction within the program and home school, and collaborate with school staff to ensure appropriate student support. The focus of this position will be on developing restorative practices within the school environment and systems.

Supervisory Relationship

Reports to: Principal

Essential Functions

- **Develop Interventions/Supports:** Assist in developing interventions and supports that meet the function of behavior while respecting the culture and background of the student.
- **Collaborate on Academic Plans:** Work with students' academic teams to develop plans inclusive of restorative practices to support learning.
- **Support Classroom Instruction:** Collaborate with general education teachers and specialists to identify barriers to student success and implement supports/skill-building to increase student engagement.
- **Implement Skill-Building Groups:** Conduct competency skill-building groups for students in collaboration with home school and program staff.
- **Social and Emotional Learning:** Utilize SEL curriculum and partner with staff and collaborators to provide direct instruction on social skills and emotional regulation for groups or individual students.
- **Increase Student Engagement:** Support schools in increasing student engagement in the home school environment.
- **Engage Families:** Participate in home visits to connect with and engage families, and support families in transportation needs for vital services.
- **Training and Professional Development:** Attend training in Restorative Practices, Trauma Sensitive Schools, ND Native American Essential Understandings, BPS Interconnected Systems Framework, and Second Step to support the learning of staff, students, and families.
- **Train School Staff:** Participate in the training of school staff on Restorative Practices within an MTSS framework.
- **Collaborate with Support Programs:** Facilitate collaboration within Bismarck Public Schools with other student support programs (e.g., Title VI, special education, Students in Transition).
- **Data Reporting and Communication:** Report program data to the program supervision unit and maintain consistent communication with home school and program staff.
- **Monitor Student Outcomes:** Track and analyze student data to determine when to fade or intensify programming, and coordinate the collection and analysis of baseline and progress monitoring data.
- **Community Collaboration:** Facilitate collaborative work with community agencies to provide community-based instructional opportunities and support student and family needs.
- **Cultural and Diversity Practices:** Partner with community agencies and stakeholders to identify and implement cultural and diversity practices that support student learning environments.
- **Transport Students and Families:** Transport students and families for appointments, family training, and family events.
- **Adhere to School Policies:** Follow and enforce school policies and procedures in all aspects of the job.
- **Attendance:** This position requires prompt and consistent attendance.

- **Perform Other Duties:** Undertake additional tasks as assigned to support the effective operation of the work unit.

Job Requirements: Minimum Qualifications

Skills

- Ability to work with diverse and at-risk populations.
- Strong collaboration and communication skills.
- Competence in developing and implementing interventions and supports for students.
- Proficiency in using data for decision-making and progress monitoring.

Knowledge

- Familiarity with restorative practices, trauma-sensitive schools, and social-emotional learning (SEL) curriculum.
- Understanding of cultural and diversity practices in education.

Abilities

- Work independently and collaboratively with school staff and community agencies.
- Engage and support students and families from diverse backgrounds.
- Adapt to changing work priorities and maintain flexibility in scheduling.
- Communicate effectively with diverse groups and individuals.

Responsibility

Work under limited supervision using standardized practices and methods. Lead, guide, and coordinate others. Operate within a defined budget and utilize resources from other work units as needed. Have some impact on the organization's services.

Work Environment

The job requires some lifting, carrying, pushing, and pulling, with some stooping, kneeling, crouching, and fine finger dexterity. Generally involves 70% sitting, 15% walking, and 15% standing. The job is performed in a clean and healthy environment.

Experience

Job-related experience with increasing levels of responsibility is required.

Education

Bachelor's degree in social work, education, or a related human service field.
Preference for experience working with diverse and at-risk populations.

Clearances

Criminal Justice Fingerprint/Background Clearance.

FLSA Status

Non-Exempt

Salary Grade

PB

The Bismarck Public School District does not discriminate on the basis of race, color, religion, national origin, ancestry, sex, disability, age, or other status protected by law in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. BPS administrative policy AAC (Nondiscrimination and Anti-Harassment) and regulations AAC-AR1 (Discrimination and Harassment Grievance Procedure) and AAC-AR2 (Title IX Sexual Harassment Grievance Procedure) may be reviewed online at <https://www.bismarckschools.org/school-board/district-administrative-policies>. The following person has been designated to handle inquiries regarding the non-discrimination policies and grievance procedures: Stacey Geiger, Human Resource Director/Title IX Coordinator/Section 504 Coordinator 128 Soo Line Drive, Bismarck, ND 58501 Telephone number: (701) 323-4070.