

NOVATO UNIFIED SCHOOL DISTRICT

TITLE: RESTORATIVE JUSTICE SPECIALIST

SALARY: RANGE 30 – CLASSIFIED SALARY SCHEDULE

BASIC FUNCTION:

Under the direction and supervision of an assigned administrator, responsible for implementing Restorative Practices in the District's schools. Work closely with students, staff, parents, and Healthy Novato Initiative partner organizations (as outlined in the grant) to facilitate restorative practice strategies and programs to support a positive, learning approach to discipline issues. These strategies will include conducting a variety of activities such as Peer Court, District Court, Restorative Circles, and any other intervention approaches aligned with an evidence-based restorative program. May be responsible for District Court and/or the Restorative Justice program.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Adhere to and ensure the fidelity of services within the NUSD's Restorative Justice program.

Coordinate Restorative Justice program services with the assigned site administrator.

Coordinate and facilitate Peer Court and/or District Court.

Coordinate and facilitate Restorative Circles.

Collaborate with school staff assigned to assist with Restorative Justice.

Participate in Healthy Novato Initiative (NHI) meetings and retreats as assigned.

Attend all school site-specific meetings as necessary.

Collect and disseminate program data and survey results from all Restorative Justice participants.

Collaborate with the Prevention Program Coordinator to develop a training manual and materials for participants.

Participate in Professional Development opportunities as assigned.

Ensure compliance with National Culturally and Linguistically Appropriate Service (CLAS) standards and other diversity concerns, including participating in District equity professional development.

Adhere to District policies and regulations including, but not limited to, Student and Family Privacy Rights, Internet Safety, Freedom of Speech/Expression, Parental Notifications, Mandated Reporter, etc.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:**KNOWLEDGE OF:**

- ▶ Restorative Justice practices.
- ▶ Effective school-based alcohol and drug prevention strategies and bully prevention strategies.
- ▶ Methods of creating a positive school culture change and decreasing suspensions.
- ▶ Modern office practices, procedures and equipment.

ABILITY TO:

- ▶ Utilize interpersonal skills including tact, patience, and courtesy.
- ▶ Defuse escalating situations.
- ▶ Implement school-based efforts to reduce alcohol, drug, and other issues.
- ▶ View situations from multiple points and help others do the same.
- ▶ Remain open-minded and non-judgmental.
- ▶ Exhibit sensitivity to cultural and social norms of students and their families.
- ▶ Collaborate and coordinate with multiple schools and agencies.
- ▶ Complete reports using Microsoft Word and Excel and Google Docs and Sheets.
- ▶ Ensure confidentiality of student records.
- ▶ Communicate effectively both orally and in writing.
- ▶ Understand and follow oral and written instructions.
- ▶ Establish and maintain effective working and cooperative relationships with others.
- ▶ Prepare and maintain a variety of records and reports.
- ▶ Operate standard office equipment including a computer and assigned software.
- ▶ Maintain records and files.
- ▶ Meet established schedules and time lines.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school supplemented by college-level coursework in related field and one year of experience working with school-age students and/or experience in working with at-risk student populations. Experience with Restorative Justice practices is preferred.

OTHER REQUIREMENTS:

- ▶ Department of Justice fingerprint clearance.
- ▶ TB clearance.

WORKING CONDITIONS:**ENVIRONMENT:**

- ▶ Office environment.
- ▶ Classroom environment.
- ▶ Constant interruptions.

PHYSICAL DEMANDS:

- ▶ Dexterity of hands and fingers to operate a computer keyboard and other office equipment.
- ▶ Seeing to read, prepare and ensure the accuracy of a variety of materials.
- ▶ Hearing and speaking to exchange information in person or on the telephone.
- ▶ Sitting or standing for extended periods of time.
- ▶ Bending, crouching, kneeling and stooping to reach materials.
- ▶ Reaching overhead and horizontally to retrieve and store files and supplies.