

NOVATO UNIFIED SCHOOL DISTRICT

TITLE: RESTORATIVE PRACTICES SPECIALIST

SALARY: RANGE 32 – CLASSIFIED SALARY SCHEDULE

WORK YEAR: 196

BASIC FUNCTION:

Under the direction and supervision of an assigned site administrator, the Restorative Practices Specialist is responsible for implementing Restorative Practices in the District's schools. The Restorative Practices Specialist works closely with students, staff, and families to facilitate restorative practice strategies and programs to support a positive learning approach to discipline issues in alignment with PBIS and the Student Code of Conduct TK-12. These strategies will include conducting a variety of activities such as Peer to Peer Restoration meetings, Restorative Justice Panels, Circles, and any other intervention approaches aligned with an evidence-based restorative program.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

- ▶ Adhere to and ensure the fidelity of services within the NUSD's Restorative Practices program aligned with PBIS and Student Code of Conduct
- ▶ Coordinate Restorative Practices program services with the assigned site administrator
- ▶ Coordinate and facilitate Peer Court and/or District Court
- ▶ Coordinate and facilitate Restorative Circles
- ▶ Collaborate with classified, certificated and administrative staff to provide direct support to students
- ▶ Participate in NUSD Wellness meetings as assigned
- ▶ Attend all school site-specific meetings as necessary
- ▶ Collect and analyze program data and survey results from all Restorative Practices participants to determine program success
- ▶ Collaborate with the Director of Student Services to develop a training manual and materials for participants
- ▶ Participate in Professional Development opportunities as assigned
- ▶ Align all practices with BP 0457 Equity, Equity Imperative, PBIS and Student Code of Conduct
- ▶ 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 Practices aligned with PBIS and Student Code of Conduct

Board Approved 2.7.2023

- ▶ Effective school-based bully prevention strategies
- ▶ Methods of creating a positive school culture change and to promote positive behavior
- ▶ Technology and programs to record student data

ABILITY TO:

- ▶ Utilize interpersonal skills including tact, patience, and courtesy
- ▶ Defuse escalating situations
- ▶ 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 to record student data
- ▶ 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 timelines

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 practices is preferred as related to PBIS and NUSD Student Code of Conduct.

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.

Novato Unified School District prohibits, at any district school or school activity, discrimination, harassment, including sexual harassment, intimidation, and bullying, based on actual or perceived race, color, ancestry, nationality, national origin, immigration status, ethnic group identification, ethnicity, age, religion, marital status, pregnancy, parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, or genetic information, or association with a person or group with one or more of these actual or perceived characteristics. This shall apply when applicable, to interns, volunteers, and job applicants.

*For questions, concerns or complaints, please contact the District Equity and Title IX Compliance Officer:
Assistant Superintendent – HR; 1015 Seventh Street, Novato, CA 94945; (415) 493-4207; hradmin@nUSD.org.*