



## **Job Description**

### **Position: Restorative Practices Coordinator**

Status: Full Time, Exempt, Faculty  
Reports to (direct): Principal  
Reports to (indirect): President  
Supervises: n/a  
Hours: Schedule follows the academic calendar  
Salary: Follows Board-approved scale

#### **Position Summary:**

The Restorative Practices Coordinator facilitates and implements restorative practices at UCS; actively supports and promotes the mission, philosophy, goals, objectives, policies, procedures, and community spirit of the school; models Christian characteristics and behavior in relations with staff, students, parents, and community; and fosters a positive and professional environment by working collaboratively and cooperatively with administrators and staff.

#### **Duties/Essential Job Functions:**

- Facilitates restorative conversations with students, faculty, staff, and parents (when applicable)
- Trains and mentors faculty in implementation of restorative practices
- Serves as sport/extracurricular eligibility liaison
- Works directly with the Principals in matters of restorative practices and student sport/extracurricular eligibility
- Monitors students during recess, in the hallways, and during other activities; instructs students in appropriate behavior; culturally responsive and restorative practices.
- Facilitates and implements RTI (Response to Intervention)
- Coordinates and manages peer mediation
- Works directly with students, faculty and staff to train mediators and manage daily restorative mediations
- Assists in the development, implementation, and evaluation of intervention programs that address the needs of at-risk students
- Provides regular and consistent updates/feedback re. restorative circles, to the appropriate teacher/s
- Provides regular and consistent updates/feedback to administration: via Digital Behavior Form, email and monthly reports
- Performs other duties as assigned; Performs a variety of administrative duties to assist the Principals in managing the school

#### **Minimum Qualifications:**

- Appropriate Associate's Degree or 3+ years work experience in related field required
- Must have participated in Restorative Practices Training (IIRP)
- Detail oriented with excellent organizational and time management skills.
- Excellent communication skills; verbal, written, and interpersonal
- Computer abilities and proficiency in databases, word-processing, spreadsheets and learning new software.
- Service oriented with ability to effectively interact with students, faculty and administrators.
- Ability to work with confidential information.
- Resourceful with ability to work independently.
- Willingness to participate in skills enhancements and professional development.
- Ability to work well under time demands and to perform multiple tasks.
- Appropriate technical skills, including previous use of the following: Microsoft Word, Excel; Database; Internet, E-mail, Desktop publishing, fax, copier, printer, scanner.