



## **Job Description**

**Job Title:** Restorative Practices Specialist

**Supervisor:** Executive Director

**Job Classification:** Exempt

**Contract Length:** 245 Days

### **Job Summary**

Position is responsible for implementing school program objectives and satisfying the deliverables related to restorative discipline practices. Performs a full range of professional duties required to research, design, and implement a division wide program utilizing the principals of restorative discipline. Recruits, trains, and mentors school facilitators; collects data to evaluate effectiveness of restorative discipline interventions; develops and implements training for administrators, behavior support teams, and parents; serves as a resource for school and departmental staff.

### **Essential Duties**

1. Becomes division expert on restorative practices. Ensures division adheres to restorative philosophies to include policy development and developing and executing trainings for program furtherance.
2. Provides trainings and technical assistance to support restorative practices in schools.
3. Provides school-based support for Restorative Circles and Conferences and programs to support restorative discipline.
4. Develops training modules addressing restorative discipline practices.
5. Provides training on restorative discipline to both school-based and non-school-based staff.
6. Assists with providing facilitation and specialized training to schools, centers, and central offices.
7. Identifies, collects, and disseminates information, resources and research about restorative discipline practices.
8. Collaborates with other behavior intervention specialists including those responsible for division wide positive behavior approaches and conflict resolution.
9. Coordinates with nonprofit organizations to identify trained volunteer facilitators.
10. Consults with central office departments to develop policies and procedures.
11. Partners with Newport News Police Department to establish alternatives and programs to support restorative discipline.
12. Coordinates the division's mentorship programs.
13. Partners with community agencies to expand mentorship opportunities.
14. Creates and lead training for potential mentors.
15. Assesses the quality of existing mentorship programs.
16. Provides resources and support to mentorship programs.
17. Prepares reports and other statistical documentation regarding the restorative initiative.
18. Models nondiscriminatory practices in all activities.

### **Other Duties**

1. Performs any other related duties as assigned by Executive Director.

### **Job Specifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

**Minimum Qualifications (Knowledge, Skills and/or Abilities Required)**

Must possess an Associates degree in law enforcement, criminal justice, police science, or a related field and some experience in the field of security or law enforcement management; or any equivalent combination of education and experience that would provide the noted knowledge, skills, and abilities.

**Working Conditions & Physical Requirements**

Must have the ability to sit and stand for extended periods of time; exhibit manual dexterity to dial a telephone, to enter data into a computer; see and read a computer screen and printed material with or without vision aids; hear and understand speech at normal levels inside buildings, outdoors and on the telephone; speak in audible tones so that others may understand clearly; physical agility to lift up to 25 pounds; to bend, stoop, climb stairs, walk and reach overhead.

**Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties are normally performed in an office/school setting. The noise level in the work environment is usually moderate.

**Supervision Received:** Executive Director

*This job description in no way states or implies that these are the only duties to be performed by this employee. The Restorative Discipline Specialist will be required to follow any other instructions and to perform any other related duties as assigned by the Executive Director. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.*

**Approvals:**

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Supervisor

Date

**I acknowledge that I have received and read this job description.**

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Employee Name (Print)

Signature

Date