

TITLE:	Restorative Justice Coordinator	REPORTS TO:	Assigned Supervisor
DEPARTMENT/SCHOOL:	As Assigned	CLASSIFICATION:	Non-Administrative Classified Technical
FAIR LABOR STANDARDS ACT CLASSIFICATION:	Non-Exempt	WORK YEAR: HOURS:	10-12 months 7.5 hours per day or duty days/hours as assigned
APPROVED: Board Commission		SALARY GRADE:	Schedule: 56 Range: 48

BASIC FUNCTION:

The Restorative Justice Coordinator develops and facilitates the delivery of school based restorative interventions and provides restorative justice services and information to students, teachers, administrators and community members in support of programs that serve as alternatives to the traditional justice system.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

- Develops, coordinates the implementation of and promotes restorative justice programming at various school sites.
- Facilitates community justice forums which bring together the victim, offender, their families and supporters and anyone else who has been affected or harmed by the incident for a discussion about the incident and how the harm can be repaired.
- Provides referrals for restorative justice services within the school district and community and may make referrals to other agencies and support services.
- Prepares resolution agreements and summary reports.
- Meets with various parties individually and/or in groups to discuss the incident, explain restorative justice process and answer questions.
- Guides participants through the resolution process.
- Negotiates and obtains an offender "participate agreement" to participate in restorative justice forums including confirmation of acceptance of responsibility and willingness to actively participate.

- Provides orientation, training, support and mentorship to restorative justice participants and volunteers, as well as, teachers, administrators, parents and community members.
- Coordinate the re-entry of students into school life.
- Collect data, monitor programs and conduct evaluations of restorative justice programs.
- May work with the judiciary, court staff, lawyers, police, probation officers, victim support persons, and local providers of family violence and sexual abuse services.

OTHER DUTIES:

Perform related duties as assigned