



### **Job Description: Restorative Justice Coordinator**

**Position:** Restorative Justice Coordinator (Full-Time), position potentially split across two individuals DOE and skillset of applicants.

**Application Deadline:** ASAP, position closes on August 27th 2018.

**Lead Organization:** WA-BLOC (Washington-Building Leaders of Change)

**Location:** Rainier Beach High School

**Schedule:** Mon-Fri 8:30am-5:00pm, with occasional evening or weekend events. This is a year-round position that follows the Seattle Public Schools calendar during the school year (time off for winter break, mid-winter break, spring break, etc). Position supports WA-BLOC's Freedom School summer program between July 1st-August 16th. Schedule is subject to change.

**Annual Salary:** \$50,000-\$60,000 DOE- plus a \$10,000 stipend for employee to seek private health insurance (benefits not included through workplace).

**Position Summary:** The Restorative Justice Coordinator (RJC) will be responsible for creating and implementing sustainable Restorative Justice systems at Rainier Beach High School, as well as delivering restorative practices to improve outcomes for youth, staff and families. The RJC will provide school-wide trainings for staff and students. The RJC will provide restorative circle groups and additional mentoring and de-escalation support to individual students as needed.

#### **Essential Responsibilities:**

- Design, develop, and implement restorative justice systems at Rainier Beach High School in collaboration with key personnel and RBHS administration.
- Facilitate restorative practice interventions as needed to respond to emerging need.
- Provide ongoing restorative justice trainings to WA-BLOC and RBHS staff members.
- Teach a Restorative Justice class to a cohort of students.
- Maintain program data collection requirements.
- Respond to conflicts as they occur in the building with de-escalation support as needed.
- Maintain a calming, restorative space for students to de-escalate and reflect following conflicts.
- Document RJ interventions and track impact over time through data collection and analysis.
- Develop and maintain positive relationships with students and staff at Rainier Beach High School, as well as the community, families and relevant organizations leading Restorative Justice work.
- Engage parents in site-based restorative practices, including training and parent dialogue circles.
- Be a member of the Restorative Justice/SIT/PBIS team at RBHS. Take on leadership role with RJ team.
- Participate in the WA-BLOC Freedom Schools Program, leading Restorative Justice work during the summer.

#### **Qualifications/Requirements:**

- Experience facilitating restorative practice interventions with youth, families and adults.
- Experience providing direct services to high school students of color and a strong cultural relevance for this population.



- Experience creating and implementing restorative justice systems within an institution.
- Negative TB test, fingerprinting and background check with clearance to work with children and youth.
- Trained in de-escalation techniques and healing engagement (trauma-informed best practices).
- Bachelor's degree in education, social work, counseling, or relevant field. Degree requirement can be substituted with evidence of at least 3 years of relevant restorative justice work with youth.
- Valid driver's license, proof of insurance and access to reliable insured vehicle (preferred).

**Core Competencies:**

- Skills and knowledge of restorative practices and restorative justice including philosophy, principles, models, interventions, forms, and techniques with a focus on communities of color.
- Proven ability to establish and maintain collaborative relationships with a variety of diverse students, parents, school staff and community groups.
- Proven ability to produce timely, clear and concise documentation and data collection/analysis.
- Experienced in facilitating all three tiers of Restorative Practices including community building, peace-making and re-entry.
- Proven ability to use Model-Mentor-Transfer process to coach and co-facilitate classroom circles with teachers.
- Strong oral and written communication skills.

**To Apply:**

**Email Resume and Cover Letter to WA-BLOC leadership team at [lwright@wa-bloc.org](mailto:lwright@wa-bloc.org) and 'cc Chelsea Gallegos at [crgallegos@seattleschools.org](mailto:crgallegos@seattleschools.org) by August 27th.**

**Please address the following questions in your cover letter:**

- Why do you want to work in the Rainier Beach Community?
- When and how did you learn about Restorative Justice?
- Describe your experience using Restorative Justice Practices with youth of color (community building, circle-keeping, conflict mediation, de-escalation, healing engagement, etc.)
- Describe your experience implementing/coordinating Restorative Justice Systems within an institution/organization/school.