

MONTCLAIR PUBLIC SCHOOLS

JOB DESCRIPTION

RESTORATIVE JUSTICE PRACTICE SUPERVISOR

Qualities and role of Restorative Practices Coordinator:

The Montclair Public Schools' (MPS) Restorative Practice (RP) Supervisor will be a highly motivated, energetic educator who is a visionary with a clear concise understanding of Restorative Justice and its practices within the MPS setting. The Restorative Practice Supervisor must be able to model what great school culture looks like and can articulate this vision to Restorative Justice Teachers on Special Assignment (TOSA's), students, staff and parents on an on-going basis. Along with TOSA's and the Behavior Team, the RP Supervisor will make use of resources across the school to ensure an environment that builds and maintains a positive school culture where students have every opportunity to flourish.

The Restorative Practice Supervisor's responsibilities may be divided into three main categories:

1. Reactive restorative practices
2. Proactive/preventative restorative practices
3. Restorative Practices training

Qualifications:

- Master's degree in a related field, preferably Social Services
- N.J. Supervisor Certification or higher required
- Trained in Restorative Justice Circle Keeping
- Exceptionally strong interpersonal and communication skills; both written and verbal
- Strong organizational skills
- Demonstrate aptitude or competence for assigned responsibilities
- Proven ability to mediate conflict situations
- Has the ability to make decisions in a strategic way, balancing building strong relationships and maintaining high expectations
- Five or more years of Supervision Experience

Performance Responsibilities:

Provide oversight and supervision support to the Restorative Practice Montclair Teachers on Special Assignment.

- Support students and teachers inside the classroom through observation, coaching, modeling restorative language, and debriefing with both teachers and individual students
- Monitor individual student behavior by checking in with students throughout the school day with a focus on the following tasks:
 - Facilitate mediations in response to conflict
 - Among students
 - Among educators
 - Between educators and students
 - Between family members and educators
 - Among groups of students, educators and family members
- Follow through after mediations to ensure the harm was repaired
- Develop creative interventions for students as part of the restorative resolution

- Inform families, educators, and administrators about incidents in school as needed, with the assistance of the Behavior Team
- Organize data to inform the Behavior Team of any negative trends within the school climate

In order to improve school climate and prevent future behavior issues, the RP Supervisor will:

- Spend time in classrooms to build relationships with students and teachers
- Organize school data to inform staff of any positive trends within the school climate
- Gather testimonials of RP success stories to improve staff and community engagement
- Circulate throughout the building to build and foster relationships with students and educators
- Use peace circles to build a sense of community
- Cultivate advocates for RP among educators, students, families, and community members
- Advocate for educators and students, especially in behavior Team meetings
- Communicate with the community about the restorative work being done within the school building
- Establish an avenue for educators and students to express concerns about the process
- Meet regularly with school-based RJ TOSA's and trained Circle Keepers
- Assist with the planning and implementation of policies, regulations and codes of conduct that align with restorative practices

To further the understanding of restorative practices in the school community, the RP Supervisor will:

- Observe staff and provide frequent, evaluative feedback to TOSA's
- Offer trainings to families in restorative practices so a common language is being used at home
- Teach students techniques for resolving conflict
- Coach students and educators on how to participate in meaningful restorative conversations
- Provide ongoing restorative practices professional development to TOSA's and staff
- Attend restorative practices implementation and conflict circle trainings

Reports to: Superintendent of Schools

Terms of Employment: 12 months as determined by the Board; salary and benefits as negotiated commensurate with qualifications and experience.

Evaluation: Performance will be evaluated annually in accordance with the Board's policy on evaluation of certified staff.