



BERKELEY UNIFIED SCHOOL DISTRICT
Human Resources Department

**CLASSIFICATION AND
POSITION DESCRIPTION**

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	9/6/17 11/2/17	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.
- Implements Trauma-Informed Care framework when handling trauma specific interventions that shall include but not be limited to; understanding, recognizing and responding to the effects of all types of trauma.
- 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

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

The history, theory, practice and program goals of Restorative Justice programs.

Benefits of restorative justice programs in school based settings.

Principles and practices of inter-personal conflict resolution and mediation.

The emotional impact that is the result of offending behavior on all of those affected.

Facilitation techniques used in restorative justice practice.

Community resources available to victims, offenders and their families.

Group dynamics and facilitation.

ABILITY TO:

Prepare clear concise memos and reports regarding

Prepare clear, concise and suitable resolution “settlement agreements.”

Establish and maintain effective relationships with the judiciary, court staff, lawyers, police, probation department staff, victim support persons, and local providers of family violence and sexual abuse services.

Establish and maintain professional relationships with referring agencies.

Establish and maintain effective relationships with victims of crime, offenders and others affected by incidents requiring restorative justice intervention.

Travel to various school and community sites and may attend court proceedings.

Effectively promote restorative justice programs in the schools.

Maintain accurate and up to date records of work performed.

Operate standard business office software (such as word and excel).

EDUCATION AND EXPERIENCE:

Any combination equivalent to: Two years’ experience conducting youth-oriented individual and group restorative justice interventions. Demonstrated experience working with trauma-informed systems. Completion of a formal training/education program in restorative justice including mediation and conflict resolution is required.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver’s license

WORKING CONDITIONS:**ENVIRONMENT:**

Indoor work environment

Driving a vehicle to conduct work

Some evening and weekend work may be required.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard

Hearing and speaking to exchange information

Seeing to read a variety of materials

Sitting or standing for extended periods of time

Bending at the waist or kneeling