TITLE: Program Manager, Restorative Practices

REPORTS TO: Superintendent of Schools

DEPARTMENT: Restorative Practices

CLASSIFICATION: AASD

FLSA: Exempt

SALARY GRADE: 028 Classified

ISSUED: UPON BOARD APPROVAL

BASIC FUNCTION:
Plan, organize, control and manage the assigned program services to schools and central offices; provide district-wide leadership and technical expertise in planning and developing restorative practices for use in classrooms to enhance student learning; supervise and evaluate the performance of assigned personnel.

REPRESENTATIVE DUTIES:

\( E = \text{Essential functions} \)

Plan, organize, control and manage the assigned program services to schools and central offices; provide district-wide leadership and technical expertise in planning and developing restorative practices for use in classrooms to enhance student learning. \( E \)

Assist in the implementation of program activities for advocacy programs for pupils and parents and district-wide efforts to improve high school graduation rates across all subgroups. \( E \)

Coordinates the implementation of district-wide restorative practices; provides training on restorative justice practices and procedures; trains staff to serve as restorative justice facilitators; conducts restorative circles and meetings with staff and students; provides support to staff and students for behavior conflict resolution. \( E \)

Advises staff and students in the formation and utilization of community standards; tracks the implementation of community standards process; develops a residential community standards communication and marketing plan. \( E \)

Tracks and assesses intervention efforts; supports and administers approved department assessment; provides written reports; manages assigned budget; facilitates individual staff meetings, and student appointments. \( E \)

Provide technical expertise, information, and assistance to executive leadership regarding assigned functions. \( E \)

Serve on committees for program planning, implementation, and monitoring; schedules meetings and supervises activities for assigned programs. \( E \)

Assist site administrators to utilize restorative practices within the community as well as local organizations and institution partnerships to ensure supports for students. \( E \)

Train and evaluate the performance of assigned certificated and classified staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions. \( E \)
Perform related duties as assigned.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to a bachelor's degree in a related field or master’s degree in social work, nursing or counseling and at least a minimum of two years’ experience implementing restorative practices in a school setting.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**
Knowledge of, and commitment to Restorative Justice Practices.
Best practices for implementing Restorative Practices within school including training of staff.
State-of-the-art theories, techniques and methodologies of instruction and district operations.
District organization, operations, policies, and objectives.
Budget preparation and control.
Oral and written communication skills.
Principles and practices of administration, supervision and training.
Applicable laws, codes, regulations, policies and procedures.
Interpersonal skills using tact, patience and courtesy.
Operation of a computer and assigned software.
Technical aspects of field of specialty.

**ABILITY TO:**
Provide leadership and direction to assigned programs.
Plan, organize, and administer assigned programs.
Train and evaluate the performance of assigned staff.
Review relevant existing and pending legislation and recommend origination, modification, or support of legislative measures.
Maintain current knowledge of applicable provisions of federal, state and district laws, rules and regulations.
Interpret, apply and explain rules, regulations, policies, and procedures.
Establish and maintain cooperative and effective working relationships with others.
Operate a computer and assigned office equipment.
Meet schedules and time lines.
Plan and organize work.
Prepare comprehensive narrative and statistical reports.
Direct the maintenance of a variety of reports and files related to assigned activities.

**WORKING CONDITIONS:**

**ENVIRONMENT:**
Office; indoor environment.

**PHYSICAL REQUIREMENTS:**
Hearing and speaking to exchange information; seeing to perform assigned duties; sitting for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and other office equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders, and horizontally to retrieve and store files and supplies; lifting light objects.