

POSITION ANNOUNCEMENT

POSITION TITLE: Director of Restorative Practices
LOCATION: BCP Central Office

EMPLOYED BY: Baltimore Curriculum Project
REPORTS TO: Chief of Schools

POSITION SUMMARY: The Director of Restorative Practices is responsible for the development of strategic initiatives, programs, and activities supporting effective implementation of Restorative Practices (RP) programs at each of the BCP schools. This includes providing direct training, coaching, and support to school-based staff and teams, identifying and securing partners and resources to support the programs, and monitoring the work of school-based teams along with the school leader. The Director is also responsible for supporting school leaders and teams ensure the school-wide behavior-management and progressive discipline strategies are aligned with the school's mission and vision, aligned also with the principles of Restorative Practices, and compliant with the BCPS Code of Conduct.

POSITION RESPONSIBILITIES: Primary responsibilities of the Director of Restorative Practices include:

Establishing Network-Wide Initiatives in Schools

- Establishing RP coach teams at each school, including identifying and assisting with hiring of RP coaches, conducting formal and informal training of RP staff in basic and advanced principles of RP.
- Supporting Peer Mediation teams at each school, including training school staff and peer mediators, designing and conducting peer mediation sessions, and establishing processes and protocols to support the programs at each school.
- Establishing other stakeholder leadership strategies and initiatives for implementation at each school.
- Designing, planning, and facilitating equity and inclusion professional development activities for school-based staff.

Supporting the Implementation of Positive School-Wide Climate Strategies

- Supporting the development, implementation, and evaluation of the school-wide Restorative Practices program, including intervention initiatives to support positive school culture and climate.
- Maintaining relationships with school leadership and staff through school site visits.
- Working with school teams to develop strategies to address overall school climate concerns.
- Making recommendations for changes and enhancements to school-based disciplinary consequences in accordance with the tenets of RP as well as district policies and state laws, where appropriate.
- Analyzing data related to implementation of the RP program, overall school climate, SEL initiatives, as well as student discipline.

- Collaborating with other school-based service providers and support staff regularly to enhance strategies for wraparound support initiatives for students.
- Working collaboratively with and monitoring the work of the Restorative Practice Coaches in effective implementation of the RP strategy and processes, in partnership with the school leader.
- Support the development and engagement of cross-functional student support teams and other school-wide committees where appropriate.

Supporting School Communities with Developing Restorative Classrooms/Spaces

- Training, coaching, and supporting the effective implementation of SEL best practices and initiatives.
- Training and coaching the facilitation of all tiers of restorative practices, including:
 - effective use of affective statements; active listening; nonviolent communication; social-emotional learning; restorative dialogue; and circles (including community building, harm/conflict, re-entry, curriculum, issue/support, etc.).
- Building the capacity of school staff to develop, strengthen, and repair relationships with all stakeholders in a school community both at the individual and systemic level.
- Assisting in the development, implementation, and evaluation of RP teams that promote and enhance positive school culture.
- Training and coaching school-based staff on conducting restorative conferences, including preparing participants for restorative conferences and/or dialogues, where appropriate.
- Supporting the delivery of restorative circles that include staff and families, where needed.

School Leadership and Operational Support

- Attend and/or report out at BCP Principals meetings, individual school leadership team and/or instructional leadership team meetings as requested.
- Assist in the development, implementation, and monitoring of continuous school improvement efforts and processes.
- Be a visible presence in the schools; to support school leaders in working toward resolution of visible and hidden challenges to school culture
- Frequent meetings with school leadership to keep the principal informed of the general programs, activities, and potential challenges to positive school culture.
- Participate in administrative meetings and trainings to improve job related skills; and perform other duties as assigned.
- Assist in resolving employee issues at the school level, which may include conducting employee conferences as requested by the principal.
- Assist Principal and assigned staff with maintaining active business, community, and academic partnerships that promote and further positive school culture efforts.

Special Projects

- Support other BCP and/or school-based staff on initiatives impacting all schools.
- Support the development of strategies and initiatives to promote student achievement, attendance, and continuous improvement across all schools.
- Partner with BCP leadership on the charter renewal process, including supporting school SER preparation and writing of charter applications.

QUALIFICATIONS:

- Bachelor's degree in social service-related field AND experience working in a school setting required; Master's degree preferred, but not required
- **Formal training in Restorative Practices by a qualified and reputable agency, and at least 3 years of experience as an RP practitioner/facilitator is required.**
- Strong sense of community, passion for helping adults learn, respectful attitude
- Ability to develop and maintain strong relationships with individuals from diverse backgrounds and socio-economic status
- Ability to effectively work in a complex learning environment, free of bias and the limitation of assumptions
- Ability to work individually and within a larger context of leadership and staff groups.
- Excellent oral and written presentation skills; ability to communicate important contextual information
- Ability to manage and maintain alignment of multiple tasks/initiatives simultaneously
- Ability to clear a criminal background check conducted by Baltimore City Public Schools

POSITION DETAILS:

The Director of Restorative Practices is a 12-month, salaried (exempt) position. The assignment is valid for one academic year; offers of employment are re-evaluated year-to-year, contingent on an effective annual performance review. The salary for this position is between \$105,000 and \$120,000 annually.

The position is eligible for health benefits through Baltimore Curriculum Project and are included at no cost while full time 35hrs per week or more - Medical, Dental and Vision. Also, employees achieve 401(K) eligibility after 1 year of service, which includes a 50% employer match of your contribution up to 7.0% of your salary; the maximum employer match is 3.5%.

BALTIMORE CURRICULUM PROJECT NEIGHBORHOOD CHARTER SCHOOLS

