

Job Title:	STUDENT & FAMILY RESTORATION SPECIALIST	Reports to:	Principal
FLSA status:	Exempt	Supervisor duties:	none
Classification:	Classified	Approved on:	10/13/2020
Position Summary:	Provides expertise and guidance to school's staff, students and parents and/or guardians to encourage and maintain genuine and restorative relationships between students, home, and the school.		

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Serve as a liaison between the PUSD Schools and parents or guardians
- Promote positive training opportunities for students, parents and/or guardians, and staff on strategies to promote student success
- Provide timely and relevant information to parents/guardians concerning school activities, operations, and procedures to improve home and school communications
- Assist Behavior Management team in resolving student problems
- Research collect, organize and coordinate resource materials and activities to facilitate parental Involvement and engagement in their child's education, under the direction of the campus and/or IEC Director
- Be available some evenings and weekends to participate in campus-based outreach activities, such as curriculum nights, Parent-teacher conferences, Site Council meetings, special events, meetings, etc.
- Maintain accurate records of activities, student and parent participation, and results of efforts
- Execute programs and initiatives to enhance restorative practices and strengthen relationships between students, staff, school and home
- Interpret for families as requested
- Serves as confidential support to the site behavior team.
- Facilitate Restorative Circles with teachers-students; students-students; parents-teachers
- Modeling and supervising the implementation of behavioral interventions and strategies for students with frequent behavior referrals
- Consistent and up-to-date communication with key staff, parents, students, and mental health agencies
- Develop an understanding of cultural differences in responses to behavior, providing staff, students and parents and/or guardians with appropriate resources to meet the behavior needs of our students
- Keep confidentiality in regards to student and parent information
- Working collaboratively with other school individuals (deans, counselors, special education teachers, district social workers, and the Director of Student Support Services) to develop a team approach to addressing behavioral needs and substance abuse
- Maintain data on implementation of behavioral interventions
- Developing and executing trainings for school staff on behavioral strategies as well as culturally appropriate practices
- Assist in creating a positive school climate and culture.
- Link students up with after-school activities
- Assist with supervision in a pro-active manner in the hallways, bus ramp, and courtyard
- Other duties as assigned

KNOWLEDGE, SKILLS & ABILITIES:

- Ability to communicate effectively verbally and in writing to people of all ages and backgrounds
- Ability to apply common sense understanding to solve practical problems and deal with a variety of situations.
- Ability to work cooperatively and courteously with staff, students, parents and community members.

- Ability to demonstrate an excellent level of cultural acceptance and inclusion as well as having an understanding of Navajo traditions and customs
- Communication skills and traits that promote a child friendly atmosphere and be able to maintain confidentiality.
- Ability to accept change, be flexible and show initiative
- Must have appropriate data collection skills
- Goal planning and time management skills are essential
- Knowledge of agencies and resources in community is desired

QUALIFICATIONS & REQUIREMENTS:

Education & Experience:

- Bachelor's Degree required Masters degree preferred
- Social Worker Certified preferred
- Bilingual, Navajo preferred
- Must be creative and highly motivated, as well as flexible, and organized

Computer Proficiency: MS Office Suite, Google Suite

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is required to reach with hands and arms. This position requires the use of strength to lift items needed to perform the functions of the job; sit, stand and walk for required periods of time; speak and hear; use close vision, color vision, peripheral vision and depth perception along with the ability to focus vision; communicate effectively in English, using proper grammar and vocabulary. American Sign Language or Braille may also be considered as acceptable forms of communication; the employee would be required to carry up to 20 pounds safely and could occasionally lift or move up to 50 pounds.

WORK ENVIRONMENT:

The position is exposed to a variety of childhood and adult diseases and illnesses; occasional exposure to a variety of weather conditions; exposure to heated/air conditioned and ventilated facilities; exposure to a building in which a variety of chemical substances are used for cleaning, instruction, and/or operation of equipment; function in a workplace that is usually moderately quiet but that can be noisy at times.

Disclaimer: The duties and responsibilities identified in this position description are illustrative only and are in no way intended to be a complete list of activities that may be required of an incumbent. The information contained in this job description is for compliance with the American Disabilities Act (ADA) and is not an exhaustive list of duties performed for this position. Additional duties may be performed by the individual currently holding this position and additional duties may be assigned.