

*Position Focus Sheet*  
*Restorative Practices Consultant & Trainer*

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*July 1, 2017 – June 30, 2018*  
*Per Diem Basis*

- 1. Reports to:** Lead Restorative Practices Consultant (LRPC)
- 2. Responsible for:** No one at this time
- 3. Relates closely to:** Director of Family Concern Counseling, Director of Operations, Administrative Assistant for Development
- 4. Key Result Areas:** Under the direction of and as a co-trainer with the LRPC provide for the preparation, facilitation and training of Cohorts, and consultation with Restorative Practices site team leads for up to 10 Modesto City Schools' (MCS) sites and/or Intervention Centers (IC), including K-6<sup>th</sup>, junior highs and high schools.
  - a. Attend (PAID) 4 day IIRP training in Bay Area or San Diego ([www.iirp.edu](http://www.iirp.edu))
  - b. Co-lead 2 full-day trainings (RP 101 Elementary and RP 101 Secondary) and ½ day administrators' training (site principals and District administrators)
  - c. Up to 16 hours of on-site interviews and observations for initial assessment at Intervention Centers (IC) and/or new site teams (Cohort 5).
  - d. Up to 100 hours of on-site consulting per site team and/or IC needs, including training workshops at sites and ongoing follow-up to ensure implementation at up to 10 MCS school sites and/or IC.
- 5. Additional Key Result Areas:**
  - A. Maintain a vital relationship with Jesus Christ.
  - B. Assist the LRPC in securing, maintaining and communicating all Key Performance Indicators for RP.
  - C. Work collaboratively with site team leads and/or IC staff to develop/maintain a strategic plan for implementing restorative practices as a discipline model.
  - D. In addition to co-facilitating trainings, ability to present workshops for sites using developed material and handouts on a variety of RP topics, such as affective statements, restorative questions, restorative apologies, circles and restorative conferences to gain the skills necessary for full implementation of RP.
  - E. Provide workshops using developed material and handouts on restorative practices to school families and community members to increase their understanding of RP.
  - F. Follow-up with each site's and/or IC site's implementation plan for improving school climate and culture while building a restorative practices model for discipline through site visits, phone calls, email, etc.
- 6. Ongoing Responsibilities:**
  - A. Work with the AAD to ensure oversight of all equipment and supplies.
  - B. Work with the AAD to ensure record keeping and reports.
    - i. Follow the instructions of grant and funding source requests for special reports as needed.
    - ii. Maintain accurate RP records, including attendance, site statistics, etc.
    - iii. Submit monthly time report including date, beginning and ending times, and briefly note what you did/who you met with
  - C. Continue professional and personal education, YFC Leadership Blueprint/Credentialing process
- 7. Salary and Benefits:**
  - A. Hourly rate is \$29.00/hour and based on the following application of hours

- a. Up to 710 total hours have been established to accomplish the required necessary training, Key Result Areas (KRA's), Additional KRA's, ongoing responsibilities, and item 9 B below

**8. Time required:**

- A. Total Hours to be estimated at 250 but scheduled as needed by YFC, MCSD, and/or Specific School sites

**9. Minimum requirements, skills, capacity:**

- A. Bachelor's degree and 3 years relevant experience preferred in training, and/or teaching, and knowledge of Restorative Practices/Restorative Justice concepts.
- B. If further RP knowledge is needed, willingness to attend (PAID) 4-day RP training in San Diego or Bay Area.
- C. Maintain cutting-edge knowledge of RP theory, implementation, and practices. Involvement with RP Linked In groups encouraged.
- D. Ability to communicate, train and engage a diverse audience (including classified staff, teachers, administrators) with professionalism, fidelity, up-to-date content, and enthusiasm.
- E. Professional demeanor and effective communication skills (both written and oral) to network with school staff, community members and government officials.
- F. Ability to work under immediate supervision, but self-initiate with sites/IC, follow through, and meet deadlines.
- G. Professional dress expected at level of school administrators. Must dress appropriately for the type of training, meeting or function.
- H. Requires ability to effectively use Word, Publisher, PowerPoint, email and the Internet. Create presentations with tables, graphics and video clips in PowerPoint. Prezi desirable.
- I. Document RP trainings and implementation by using photos, videos, quotes, stories, emails, etc.
- J. Create vision for RP and inform site teams about post-training opportunities, such as college units, RP workshops, email and newsletter lists, and other trainings.

**10. Within the 1st 90 – 120 days:**

- a. Attend (PAID) 4-day RP training in San Diego or Bay Area (if needed)
- b. Spend 20 hours working with LRPC and the Director of Operations to get up dated, trained and versed in YFC procedures, RP training materials, YFC/MCS RP history and background.
- c. Complete site observations & interviews with Cohort 5 site leads and/or the IC Cohort (TBD)
- d. Co-facilitate the trainings for two RP 101 seminars (one for elementary; one for secondary) & ½ day RP Administrators along with any necessary follow-up.
- e. Present workshops at sites according to their site team plans.

For more information or to apply, please submit a resume to [cberlin@scyfc.com](mailto:cberlin@scyfc.com) and then call (209) 522-9568 x111

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