



### Job Information

<b>Job Title:</b> Director I, Restorative Practices	<b>Last Revised/Approved:</b> June 2022
<b>Job Code:</b> TBD	<b>Reports To:</b> Chief of Staff
<b>Office:</b> Chief of Staff	<b>Department:</b> Restorative Practices

### Compensation Information

<b>Pay Grade:</b> 14A	<b>Pay Range:</b> \$97,775 – 141,204 (7/1/22)
<b>FLSA Status:</b> Exempt	<b>Term of Employment:</b> FT

#### Position Summary/Purpose:

Directs and oversees the restorative practices continuum framework in Milwaukee Public Schools that promotes and strengthens a safe and equitable learning environment. Collaborates with school and district-based staff to improve district and school culture, assists in reducing disproportionality and increasing academic achievement. Coordinates the schoolwide implementation of restorative practices by performing professional development as well as monitoring and assessing progress. Models districtwide workshops and facilitates professional development for district stakeholders to help meet the needs of all students and staff throughout the district. Collaborates with local and national organizations to embed restorative practices in participating schools.

#### Core Competencies:

- Decision Quality and Problem-Solving
- Communication and Customer Service
- Professionalism
- Restorative Practices

#### Management Competencies:

- Developing Others
- Managing through Processes and Systems
- Strategic Agility and Innovation Management
- Functional/Technical Skills

#### Essential Functions:

- Directs and oversees the restorative practices continuum framework in Milwaukee Public Schools that promotes and strengthens a safe and equitable learning environment.
- Embeds restorative and culturally responsive practices into content and delivery of professional development.
- Identifies, develops, implements and evaluates curricula for restorative practices professional development.
- Coordinates and provides restorative practices professional development for district and school staff as well as district stakeholders.
- Supports and coaches district staff with implementation of the restorative practices course.

- Collaborates with district and school staff on restorative leadership and restorative discipline.
- Provides guidance to restorative practices coaches as it relates to regularly scheduled school implementation team (e.g. the Positive Behavioral Intervention and Supports Team, Behavior Intervention Team, Restorative Practices Team).
- Participates on school/district work teams to define, implement and support best practices related to the effective use of restorative practices.
- Works collaboratively with a variety of staff and departments to ensure professional development supports are aligned with district and school priorities.
- Maintains and monitors professional development provided to schools, via district-approved method.
- Provides direction and acts as a resource to coaches and others.
- Prepares reports for the board, chief of staff, superintendent and others as requested.
- Collaborates with various stakeholder groups as needed,
- Oversees and monitors ESSER II and ESSER III grant funds, board funds and Title funds as needed.
- Maintains required records for the department.
- Recruits and recommends for hire a diverse group of candidates. Establishes goals and priorities for staff and evaluates accomplishments of employees. Initiates disciplinary steps when necessary.
- Works collaboratively with restorative practices coaches and a planning assistant.
- Prepares, analyzes, and presents various reports using school and district data.
- Actively supports the MPS Strategic Plan.
- Performs other duties as assigned.

## **Job Requirements:**

### ***Education Requirements:***

- A master's degree from an accredited college or university in education or school social work is required.
- Must be a licensed educator and hold an Administrator's license (#5010, 5080 or 5051) or have the ability to obtain the license within two-years of hire.

### ***Experience Requirements:***

- Five to seven years of experience as fully-licensed educator or school social worker in an urban environment is required.
- Two or more years of previous experience in an administrative role is required.
- Experience creating and facilitating professional development for adult learners.
- Experience developing restorative curriculum as well as completion of foundational and advanced restorative practices professional development.

### ***Knowledge, Skills and Abilities:***

- Effective oral and written communication and presentation skills are required.
- Must have a current understanding of experiential restorative practices.
- Experience supervising staff and managing budgets is required.
- Strong understanding of evidence-based professional learning and implementation science.
- Ability to coordinate efforts and collaborate with a variety of individuals.
- Must be able to gather data, compile information, prepare reports and implement measures for continuous process improvements.
- Skill at organizing resources and establishing priorities.
- Excellent teamwork skills are essential.
- The ability to develop effective working relationships with diverse individuals at all levels is required.
- A strong working knowledge of computer applications to include MS Office software, Office 365, MPS databases and the MPS website is required.
- Must be able to manage numerous responsibilities with varying deadlines.

## **Working Environment:**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.*

- General office/classroom environment.

## **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 this job with or without reasonable accommodation.*

- General office environment, must be able to handle light lifting and occasional standing, bending

## **Equal Opportunity:**

It is the policy of the District that persons seeking employment with the District shall not be discriminated against in employment by reason of their age, race, creed, color, religion, handicap or disability, pregnancy, marital or parental status, sex, citizenship, national origin, ancestry, sexual orientation, arrest record, conviction record, military service, membership in the National Guard, state defense or reserves, political affiliation, use or nonuse of lawful products off the employer's premises during nonworking hours, declining to attend a meeting or to participate in any communication about religious matters or political matters, the authorized use of family or medical leave or worker's compensation benefits, genetic information, physical, mental, emotional or learning disability, or any other factor protected by local, state or federal law in all employment practices including terms, conditions and privileges of employment.

Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990, as amended by the Americans with Disabilities Act Amendments Act (ADAAA) of 2008.

Reasonable accommodations shall be made for qualified individuals with a disability, unless such accommodations would impose an undue hardship on the District. Requests for accommodations under the Americans with Disabilities Act or under the Wisconsin Fair Employment Act must be submitted to the Employee Rights Administration Department in the Office of Human Resources.