

2022 Restorative Justice Coordinator

**Lapwai Middle High School  
Lapwai, Idaho**

**Job Description**

---

**Job Title:** Restorative Justice Coordinator NYCP2022

**Department:** Lapwai – Indian Education Department (I.E.D.)

**Reports To:** Lapwai Indian Education Department Project Director/Coordinator

**Salary Schedule:** Native Youth Community Program (NYCP) - Grant Funded Position  
Full-Time position within the 5 year grant

---

**Duties:**

The Restorative Justice Coordinator (RJC) will provide comprehensive and culturally competent restorative justice support to Lapwai Middle High School designed to ensure the academic success of native students, reduce disproportionate discipline, and promote positive climate and culture. RJC provides research, professional development, and support to administrators, teachers, and support staff. The Restorative Justice Coordinator performs a full range of leadership duties and responsibilities by supporting the middle high school as they work to uphold the tenets of Restorative Justice.

The Restorative Justice Coordinator works under the day-to-day direction of the NYCP Project Director. The RJC also works in collaboration with the school principal and school counselor. The RJC is responsible for being familiar with school/district policies and procedures which govern their work and their interaction with students, teachers, parents, and community members.

**Responsibilities:**

- 1) Support implementation of a Restorative Justice (RJ) framework in Lapwai Middle High School.
- 2) Provide restorative support as needed.
- 3) Provide facilitation and support services for escalated cases as needed.
- 4) Work collaboratively with principal and school counselor, district office staff, and other building level staff.
- 5) Provide support at RJ trainings.
- 6) Create and update new and existing RJ support materials.
- 7) Create new professional development materials/agendas.
- 8) Deliver professional development and coaching.
- 9) Serve as a spokesperson for Restorative Practices at Lapwai. Align Restorative Practices with district's values, mission, vision, equity stance, and strategic plan.
- 10) Attend Lapwai Middle High School – Culturally Responsive PLC team meetings and building based RJ team meetings.

- 11) Initiate, promote and maintain positive relationships with students, parents, guardians, staff, administration, and community partners.
- 12) Develop tracking and accountability systems for the school, review progress, and support improvement.
- 13) Other duties as assigned.

**Minimum Qualifications:**

- Bachelor's Degree in Education or a related field (language arts, mathematics, science, or social studies).
- At least one year experience working in a diverse school setting, with an understanding of the tenets of Restorative Justice practices.
- Demonstrate sensitivity to the culture, ethnic, gender, and religious diversity of students, staff, parents and community.
- Strong planning and organizing skills.
- Understanding of state and district policy regarding discipline procedures and protocols.
- Knowledge of and relationships with community organizations that can be leveraged to promote positive outcomes for students and families.
- Experience using data to inform educational practice and strategies on a district and school level.