



DAVID DOUGLAS SCHOOL DISTRICT #40
JOB DESCRIPTION
Licensed-Teacher on Special Assignment (TOSA)

JOB TITLE: TOSA – Dean of Restorative Practices – Fir Ridge Campus

Reports To: Principal

Job Purpose Statement/s: The essential purpose of the dean will be student-centered, integrate restorative practices into staff and student responsibilities, and embody our commitment to antiracism and social justice in their work and personal presence. The goal of this position will be to strengthen the Fir Ridge Campus community by bridging conflict, mending relationships, and repairing harm through inclusive processes that engage all stakeholders. They will play a significant role in reinforcing our school culture and values through a restorative lens. The dean will support/ manage student behavior and attendance; promote a safe, equitable learning environment; and facilitate student recognition.

Essential Job Functions:

- **Design**, uphold, and manage a campus-wide behavior management framework that fosters a safe, inclusive, and supportive environment for all students and staff
- **Manage** a tiered system of interventions to support teachers in addressing student behavior (PBIS)
- Collaborate with the site and district leadership to implement and facilitate school culture initiatives based on data, site-specific goals, and FRC's overall mission and vision for students
- **Collaborate** with counselors to connect students and families to internal and external resources for mental, socio-emotional, and physical health
- **Build** a strong school culture of equity, inclusion, leadership, and respect based on principles of restorative practices and Fir Ridge Campus and DDSD commitments and values
- **Facilitate** and oversee mediations, circles, and other appropriate processes in response to conflict: Among students; Between staff and students;
- **Develop** and manage a system to respond to incidents on campus, incorporating staff and student voices and involvement
- **Manage** student restoration plans and contracts
- **Design** and implement a variety of creative, proactive, and responsive interventions,
- **Supervise** students during unstructured times of the school day. (before/after school, passing time, lunches, bus duty)
- **Serve** as a resource to staff about classroom management issues.
- **Apply** appropriate responses for behavior and attendance consequences following guidance from the district behavioral matrix
- **Work** with an administrator regarding out-of-school suspension or expulsion.
- **Develop** appropriate drug and alcohol intervention and interdiction strategies.
- **Collect** and review data related to school discipline and attendance goals and share with building staff.
- **Assist** in monitoring and supervising school facilities.
- **Help** provide supervision at extra-curricular and athletic events.
- **Support**, communicate and implement a shared vision for all students to achieve or exceed standards. Implementing action plans and budget plans aligned with the District Strategic Plan,

TOSA – Dean of Restorative Practices – Fir Ridge Campus – Page 2

the School Improvement Plan, and the District's Racial Equity Plan to maintain focus on the vision, goals, and priorities for student, school, and community success and assisting in preparing reports on specific goals and actions designed to advance student achievement.

Other Job Functions:

- Assist other personnel as may be required to support them in completing their work activities.
- Continue to grow professionally by attending professional meetings, reading professional journals, and engaging in research-based instructional strategies and models to improve all students' instructional practices and other duties as assigned.

Job Requirements - Qualifications:

- Extensive training and experience with restorative justice and implementing school- or community-wide restorative practices
- 4+ years of experience in classroom teaching
- Experience with MTSS (PBIS)
- Training and experience with youth empowerment models and conflict resolution approaches
- Experience facilitating groups, experience facilitating restorative circles preferred
- Experience coaching and providing professional development to adults

Skills, Knowledge, and/or Abilities Required:

Skills to communicate positively and effectively to students, parents, and staff; and appropriately intervene in an emergency or potentially critical situations.

Strong organizational, time management, and leadership skills.

Use English in both written and verbal form, communicate effectively with persons of varied educational and cultural backgrounds, and document accurately.

Excellent written and oral communication skills; effective public speaker and listener.

Knowledge of policies and practices of the school concerning truancy and discipline.

Working knowledge of the computer.

Ability to work positively with people who are in an adversarial situation.

The ability to sit for prolonged periods, understand and carry out oral and written instructions, work independently with minimal supervision, maintain a firm but courteous attitude toward individuals, and keep written records. Significant physical abilities include talking/hearing conversations, near/far visual acuity/depth perception/visual accommodation/field of vision.

TOSA – Dean of Restorative Practices – Fir Ridge Campus – Page 2

Education Required: Bachelor's degree (in education, behavioral science, human services, or a similar field), Master's degree preferred

Licenses, Bonding and/or Testing Required: Appropriate Teacher Standards and Practices Commission license, Criminal Justice fingerprint clearance, valid driver's license, and evidence of insurability.

The David Douglas School District welcomes applications from candidates that expand the District's diversity.

Multi-Cultural preferred. Bi-Lingual preferred. ESOL and/or Reading endorsements preferred.

Other: First aid card and cardiopulmonary resuscitation certificate.

Terms of Employment: Salary and work year according to the current contract and school calendar.

Evaluation: Performance of this job will be evaluated in accordance with provisions of the Board's Policy on Evaluation of Licensed Staff Personnel.