



**Orange County Department of Education  
Human Resources Department  
Classified Management Class Specification**

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**Restorative Justice and Wellness Specialist**

**Class Code: 1566  
Work Days: 225**

**GENERAL PURPOSE**

Develop, plan, and facilitate restorative justice and school wellness programs, activities, and services for at-risk youth; conduct and facilitate restorative circles; provide safety and security at school site; and provide assistance to higher level management staff.

**SUPERVISION RECEIVED AND EXERCISED**

1. Receives direction from higher level management staff.
2. May exercise direct supervision over professional, technical, and clerical staff.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

*This position description is intended to describe the general nature and level of work performed by an employee assigned to this position. This description is not an exhaustive list of all duties, responsibilities, knowledge, skills, abilities, and working conditions associated with this position. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.*

1. Recommend and assist in the implementation of goals, objectives, and strategic plan; establish schedules and methods for providing specialized services; implement policies and procedures.
  2. Plan, develop, and facilitate restorative justice and wellness programs; gather and assemble materials; and provide resources and training to teachers and other staff.
  3. Plan, coordinate, and implement restorative justice services and activities, including facilitating formal and informal restorative justice intervention practices and planning and facilitating restorative justice circles for students.
  4. Collaborate with administration in developing a comprehensive wellness program to establish school programs as well as connect with community outreach programs designed to reduce gang violence and risky behaviors.
  5. Monitor student behavior at assigned area while students are on campus; assist in maintaining security of the sites. Monitor student behavior during field trips and other student activities.
  6. Respond to student behavioral, academic, attendance, and other issues including substance use and abuse and complex trauma concerns.
  7. Assess needs and priorities at school sites and develop a plan of action to meet identified needs.
  8. Attend conferences and departmental meetings as necessary for staff enhancement and enrichment.
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## **ESSENTIAL DUTIES AND RESPONSIBILITIES (cont.)**

9. Assist with data collection for program evaluation; maintain recording and documentation systems as needed under contract guidelines.
10. Demonstrate attendance sufficient to complete the duties of the position as required.
11. Perform related duties similar to the above in scope and impact as required.

## **QUALIFICATIONS (KNOWLEDGE, SKILL, ABILITY REQUIREMENTS)**

### **Knowledge of:**

1. Basic operations, services, activities, and guidelines of restorative justice and school wellness.
2. Pertinent federal, state, and local codes.
3. Recent developments, current literature, and sources of information related to restorative justice and school wellness.
4. Community-based organizations and public and private educational agencies and other organizations that support youth development programs.
5. Recent research findings and trends related to at-risk youth, restorative justice, school wellness, and youth development.
6. Modern principles and practices of program development and implementation.
7. Multi-ethnic and cultural differences.
8. Strategies to effectively serve at-risk youth.
9. Alarm systems and radio equipment.

### **Ability and Skill to:**

1. Plan, direct, and coordinate various programs.
2. Elicit organizational support for program.
3. Respond to and defuse emergency situations.
4. Develop reporting procedures to document, evaluate, and make recommendations regarding the effectiveness of the program.
5. Establish and maintain effective public and working relationships with various constituencies.
6. Understand, interpret, and explain laws, codes, contracts, regulations, policies, and procedures.
7. Prepare clear and concise correspondence, reports, and other written materials.
8. Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
9. Communicate clearly and concisely, both orally and in writing, in English.

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### **Education, Training, and Experience:**

A typical way of obtaining the knowledge, skills, and abilities outlined above is Bachelor's degree from an accredited college or university with major course work in health, human services, social work, instruction, or related field, and two years of responsible experience in direct service and coordination of restorative justice and/or youth development programs.

### **PHYSICAL AND MENTAL DEMANDS**

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

#### **Physical Demands**

While performing the duties of this job, employees are regularly required to bend, stoop, push, pull, grasp, squat, twist, kneel, walk, sit, and reach to access materials or equipment and complete other tasks as assigned; lift and carry up to 25 pounds; and lift from ground, waist, chest, shoulder, and above shoulder level. The position may include occasional need to traverse uneven surfaces.

Employees in this classification are to be able to travel countywide to a variety of sites within a reasonable time frame; read written and electronic materials; communicate clearly in person, on the phone, and via email; and operate all required equipment.

#### **Mental Demands**

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret information; analyze and solve problems; use mathematical reasoning; make observations; learn and apply new information or skills; perform highly detailed work; work on multiple, concurrent tasks with frequent interruptions; work under intensive deadlines and meet productivity requirements; and interact successfully with various groups of people encountered in the course of work.

### **WORK ENVIRONMENT**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Employee typically works in an office environment that is variably paced with moderate pressure.

7/2021