



Mason Consolidated Schools

2400 Mason Eagles Drive Erie, MI 48133

Andrew Shaw, Superintendent

PHONE: 734.848.9304 FAX: 734.848.3975

www.eriemason.k12.mi.us

INTERNAL/EXTERNAL JOB POSTING

Posting Date: October 6, 2017
Position: Restorative Justice/At-Risk Coordinator grades 6-9
Location: Mason Consolidated Schools
Reports to: Building Principal
Terms of Employment: School Year 185 days (Full Time), Monday through Friday, 7:30 am to 3:30 pm
Salary: Competitive Wage and Benefit Package based on education and experience

Qualifications:

- Achieved a minimum of a Bachelor's Degree
- Experience in an education, teaching or social work
- Evidence of good personal and teamwork skills
- Willingness to apply new skills and knowledge
- Evidence of adaptability and problem solving skills
- Apply leadership skills to create effective programs

Essential Functions and Duties:

- Research, develop, and lead restorative justice practices to support at risk students in grades 6-9.
- Assist administrators in developing and supporting a safe and responsive school culture.
- Build and foster positive relationships with identified students to promote an engaging and productive learning environment for social and emotional growth.
- Participate in the school wide MTSS process and help support staff with student behavioral and emotional needs.
- Interact positively with student groups by leading leadership seminars and different support groups.
- Engage in professional development, stay current with the best school practices and research in the field of MTSS and Restorative Justice practices.
- Display passion and optimism, inspire, respect and express enthusiasm, enjoyment and humor teaching.
- Connect with students and demonstrate care for them while supporting the implementation of the schools MTSS process for academic, behavioral and emotional concerns.
- Works with school leaders and staff to preserve the safety and integrity of the learning climate while maximizing students' opportunities to learn.
- Confers with teachers to implement practices that promote a students' sense of belonging and academic engagement.
- Works with teachers and school leaders to review student data including disciplinary infractions.
- Communicates effectively with parents and includes them in the support process.
- Coordinates and implements restorative justice practices that teach students proactive problem solving skills and coping mechanisms.
- Display willingness to make decisions: exhibit sound and accurate judgement, support and explain reasoning for decisions with research/proof to back up those decisions. Be able to make timely decisions include appropriate people in the process.
- Approach others in a tactful manner. React well under pressure while treating others with respect and consideration regardless of their status or position.



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Criminal History: All Employees of the Mason Consolidated School District are fingerprinted for a Michigan and FBI criminal history check. The processing fee of \$42.00 is the responsibility of the employee.

Apply in writing by: **October 27, 2017** **4:00 p.m.**

Method of Application: Letter of interest, resume, district application (available at www.eriamason.k12.mi.us), letters of recommendation, copies of certification(s), transcripts

Send information to: Beth Sherman
Administrative Assistant/Human Resource Specialist
Mason Consolidated Schools
2400 Mason Eagles Drive
Erie MI 48133
sherman@eriamason.k12.mi.us