

Wayne-Finger Lakes BOCES – Vacancy

Salary range: \$45,000-\$55,000/yr.

Candidate will be initially appointed on a provisional basis pending a civil service exam to be held later. To gain permanent status, the candidate must apply for the next exam and be successful according to the Rule of Three.

RESTORATIVE PRACTICES SPECIALIST

MINIMUM QUALIFICATIONS: Either:

1. Possession of a Bachelor's Degree, or higher, AND two (2) years full-time paid work experience, or its part-time equivalent, in a school environment and/or community-based organization with a focus on youth and families; OR
2. Possession of an Associate's Degree AND four (4) years of full-time paid work experience, or its part-time equivalent, in a school environment and/or community-based organization with a focus on youth and families; OR
3. Graduation from high school or possession of a high school equivalency diploma AND six (6) years of full-time paid work experience, or its part-time equivalent, in a school environment and/or community-based organization with a focus on youth and families.

SPECIAL NOTE: EDUCATION: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

DISTINGUISHING FEATURES OF THE CLASS: This position is responsible for working with component school building staff to foster and improve relationships with staff and students through the use of Restorative Practices. The employee will work to ensure staff beliefs, assumptions, values, and ways of interacting support an environment that will have a positive effect on social and psychological experiences of all students from all backgrounds (i.e. race, ethnicity, SES, gender, sexual orientation, religion, etc.) to foster safer, more inclusive learning environments. The incumbent will provide embedded coaching and professional development to staff on the implementation of Trauma Informed strategies, to include Restorative Practices. This position requires a high degree of cultural awareness, understanding of culturally responsive education and collaboration. Direct supervision is received from a higher-level administrator with wide leeway given for carrying out the details of the work. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Develops a strong understanding about how things like implicit biases, systemic racism, adverse childhood experiences, and inequity contribute to negative student outcomes;
Works with the component school team to engage in planning and executing an action plan to improve relationships and create a safer learning environment;
Maintains alignment between all positive behavior support systems;
Leverages mental health programming (i.e. counseling, school psychologist, social workers, etc.);
Supports culturally responsive practices to include the implementation of restorative communication;
Engages in mediations involving students, staff and community members to reduce incidents leading to school discipline systems;
Facilitates professional development for staff and community aimed at decreasing disproportionality;
Provides ongoing disaggregated data analysis and action planning with staff and administrative team;
Conducts classroom visits, and provides ongoing feedback and coaching on restorative best practices;
Ensures alignment to the practices identified in the agency's Code of Conduct;
Performs other duties as assigned.

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RESTORATIVE PRACTICES SPECIALIST

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge and skills in Restorative Practices;
Good knowledge of component school district programs;
Good knowledge of methods and procedures used in record maintenance;
Excellent interpersonal skills;
Ability to effectively communicate in English, both orally and in writing;
Ability to enlist the cooperation of others to meet a defined goal;
Ability to understand and carry out complex oral and written instructions;
Ability to work with youth;
Ability to develop quality relationships with parents, students, administration and the school board;
Ability to assist the schools in effective communication with parents;
Ability to organize meetings;
Ability to organize members of the community to develop grassroots concerns and communicate them effectively;
Ability to advocate for students;
Ability to seek information to assist families;
Cultural sensitivity to various populations within the school district;
Tact; compassion; courtesy; resourcefulness; organizational ability;
Physical condition commensurate with the demands of the position;
Able to work some evenings, as needed.

APPROVED: AUGUST 20, 2025

CIVIL SERVICE CLASSIFICATION: COMPETITIVE

JURISDICTION: WAYNE-FINGER LAKES BOCES

ONTARIO COUNTY DEPARTMENT OF HUMAN RESOURCES