



An award-winning EL Education School in Washington, DC

High School Restorative Justice Coordinator

Capital City seeks a **Restorative Justice Coordinator** (RJC) to work with students and staff to ensure positive social interactions and academic success at our High School. The position works in concert with the Dean of School Culture and the Principal to implement effective interventions and initiatives; implement and enforce the school's discipline policies; and collaborates with staff to create a positive social and academic community.

This is a 10-month position, which is exempt and therefore not eligible for overtime pay under the provisions of the Fair Labor Standards Act.

Some of the many and varied responsibilities of the position are:

- Maintain a strong vision for school culture that incorporates Capital City's community values. Consistently and frequently communicate this vision to students and staff and make it part of the life of the school.
- Assist in the implementation of the Restorative Justice program for positive classroom management and school culture.
- Work with the leadership team to assist in implementing a school-wide behavior management system with meaningful incentives for positive behavior and with effective and logical consequences for misbehavior. Ensure consistent understanding of the system among students and staff and consistent implementation.
- Analyze discipline data, survey data and school-wide trends to identify needs, develop and implement plans to address school-wide needs. Share data and analysis with teachers and administration and use data to improve behavior and instructional practices.
- Utilize National School Reform protocols to investigate problems through an equity lens and propose solutions.
- Monitor and supervise In School Suspension (ISS), Lunch duty, and Admin detention as needed to maintain a positive school culture
- Provide support for students and staff to guide Restorative Justice Circles for conflict resolution.
- Work closely with the Dean of School Culture to provide to create and lead the effect Social and Emotional Professional Development for staff
- Has the ability to make decisions in a strategic way, balancing building strong relationships and maintaining high expectations for character

- Participate in New Student Orientation to acclimate freshman into the Capital City, our community values, and our Habits of Work and Mind.
- Engage families in support of the school's goals; create a culture and an expectation so that teachers reach out to parents and enlist their proactive support in the dream – and the hard work – of getting all our students to college; build strong relationships with parents.

Requirements: Candidates must have a bachelor's degree and at least 2 years of experience in teaching/administration at the secondary level. Candidates should have experience working with adolescents and diverse populations.

Compensation and Benefits: Capital City offers a competitive salary and benefits package, depending on experience and qualifications.

To Apply: Email your resume and cover letter to capitalcityjobs@ccpcs.org with "HS Restorative Justice Coordinator" in the subject line. Visit our website at www.ccpcs.org for additional information about our organization.

About Our School: Capital City was founded in 2000 and now serves a diverse population of nearly 1,000 students in grades PK-12. In 2012, the entire school relocated to a newly renovated single campus in Ward 4. Capital City has been a model for school reform in the District. The school implements the EL Education model (www.elschools.org). Through this model teachers craft expeditions that incorporate projects, research, fieldwork, and service to support students in meeting rigorous standards. Capital City's program also emphasizes a strong social curriculum, a commitment to diversity, a strong inclusion model and the integration of arts into the curriculum.

Capital City is an equal-opportunity employer. We do not discriminate on the basis of race, color, national origin, marital status, religion, sex, age, sexual orientation, disability, or any other protected status. All employment decisions will be made solely on the basis of the individual's qualifications as related to the requirement of the position being filled.