

## BRIGHT COMMUNITY ENGAGEMENT MANAGER

<b>Job Title:</b>	Building Restorative Interventions Growing Honorable Traditions (BRIGHT) Community Engagement Manager
<b>Initial:</b>	August 11, 2022
<b>Revised:</b>	September 1, 2022
<b>Work Year:</b>	Full Year
<b>Office:</b>	Education
<b>Department:</b>	Community Care
<b>Reports To:</b>	Coordinator of Community Care
<b>FLSA Status:</b>	Exempt
<b>Pay Schedule:</b>	Professional Technical Range 3

**Related Organization Chart**



**POSITION SUMMARY:** The Building Restorative Interventions Growing Honorable Traditions (BRIGHT) Community Engagement Manager (BCEM) directs restorative practice training, interventions, research and activities at participating campuses in District 49 which supports administrators, teachers, staff and families. The BCEM also provides assistance to military-connected students in District 49 with needs related to increasing support systems for behavioral well-being, and transition and decreasing discipline referrals. The BCEM maintains alignment of contracted agencies, and leads the BRIGHT volunteer team. The role is designed to ensure the academic success of military and non-military students, reduce disproportionate discipline and promote positive culture.

### ESSENTIAL DUTIES & RESPONSIBILITIES

The following statements of essential functions and responsibilities are intended to describe the general nature and level of work being performed by individuals assigned to this position. These statements are not intended to be an exhaustive list of all duties and responsibilities required of all personnel within this position. Actual duties and responsibilities may vary depending on building assignment and other factors.

- Serves as an expert navigator to promote smooth school transitions (entry and exit) for military-connected students. Transition support includes individual and group transition consulting.
- Connects students and parents to in-district personnel (transition concierge support).
- Provides transition, relocation, and deployment-related support to children with special needs by partnering with designated School District 49 teams to assist in the navigation of the school special education process.
- Serves on the District 49 leadership team to review and use discipline data in program development and implementation for targeted staff professional development.
- Communicates and markets available school, district, and community resources, installation programs, and events to families. Works to connect the military-connected students and parents with the community (military and civilian) through programs and services.

*To perform this job successfully, an individual must be able to perform each essential function satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- Supports a positive relationship between school district and military community. Coordinates with and works to enhance the services provided by the installation School Liaison and/or other child and youth programs.
- Works with the Coordinator of Community Care, and key district stakeholders to ensure all objectives, job requirements and responsibilities of participating schools are reflective of D49 standards.
- Organizes data to inform stakeholders of any trends in school culture in order to improve school culture and prevent future behavior issues.
- Stays attuned to both the nuances of the community and core schools.
- Serves as a spokesperson for restorative practices in D49, and aligns restorative initiatives with the district's values, mission, vision and strategic plan.
- Schedules professional development (PD) for restorative practices.
- Supports implementation of restorative practices, schedule training, and purchases resources.
- Creates and updates new and existing restorative materials.
- Supports classroom teachers and departments with restorative tools, offers opportunities for co-facilitation, modeling, observations and ongoing support as teachers develop their own practices.
- Facilitates and supports the facilitation of restorative circles and conferences for the healing process when conflict/harm occurs between D49 students and/or staff.
- Ensures restorative practices implementation includes training observations, campus walk-throughs for non-evaluative feedback, when necessary, and review of coaching or feedback documents.
- Manages the credentialing (if necessary) for the district's RP trainers.
- Manages the professional development (PD) stipend award process.
- Performs other duties as assigned.

**Supervision & Technical Responsibilities:** This position does not supervise other employees.

**Budget Responsibility:** Monitors the BRIGHT budget process with oversight from the Coordinator of Community Care.

## QUALIFICATIONS

The requirements listed below are representative of the education, experience, knowledge, skills, and/or abilities required for this position:

### Education & Training:

- Bachelor's degree or equivalent, Master's preferred, in Education, Social Work, Psychology, or Business Administration.

### Experience:

- Three years or more managerial experience in Education Administration, Project Management, Social Work, Behavioral Health Administration or Business Administration is highly desired.
- Experience with restorative approaches to student discipline in an educational setting is also desired.

### Knowledge Skills & Abilities:

- Excellent written and verbal communication skills including the ability to effectively communicate technical information to a non-technical audience.
- Initiative and ability to work with minimal direction, sound judgement and decision-making capabilities are essential.
- Knowledge of the standards adopted in the project management body of knowledge is desired.

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- Experience using data to inform educational practice and strategies on a district level.
- Experience with curriculum development.
- Experience and training in CPI, Trauma Informed Practices, or other models of working with youth and families in crisis.
- Ability to perform, track, and provide the current status of multiple ongoing tasks is desired.
- The ability to compartmentalize and keep sensitive information confidential is essential.
- Outstanding real-time (in-person or distant) presentation ability, written communication prowess, and strong interpersonal skills are desired.
- Possessing advanced skills in word processing, electronic project tracking, and data visualization are key attributes.
- In-depth experience with Microsoft and Apple Operating Systems, Microsoft Office Suite, and resource planning applications appropriate for a medium to large organization is desired.
- The ability to work with vendors to manage the logistics of goods and services is highly desired.

**Certificates, Licenses, & Registrations:**

- Criminal background check required for hire
- Valid Colorado driver's license required for hire
- Project Management Professional (PMP) certification or equivalent experience desired

**OTHER WORK FACTORS**

The physical demands, work environment factors and mental functions described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job.

**Physical Demands:** While performing the duties of this job, the employee is regularly required to communicate. The employee frequently needs to exercise the flexibility to relocate between their primary workplace, schools, and offices to perform duties and provide support. The employee is occasionally required to transport computer equipment.

**Work Environment:** While performing the duties of this job, the employee will work primarily in a typical office or school environment. The noise level in the work environment is usually moderate.

**Mental Functions:** While performing the duties of this job, the employee is regularly required to communicate, compare, analyze, coordinate, instruct, evaluate, and use interpersonal skills. Occasionally required to compile, copy, compute and negotiate.