

Newburgh Enlarged City School District
Job Description

TITLE:	COORDINATOR OF RESTORATIVE JUSTICE
REPORTS TO:	Principal
QUALIFICATIONS:	<ol style="list-style-type: none">1. SAS/SBL2. MS+3. Certified Danielson Framework for Teaching 2011 Evaluator.4. At least 5 years of successful teaching experience.
JOB GOAL:	<p>This administrator will support students and families by promoting a positive, inclusive school environment and helping students successfully return to school after extended absences, including those due to illness or suspension. The role includes acting as a bridge between students, families, and staff to ensure smooth transitions, consistent communication, and continued academic progress. The administrator will also manage student discipline using fair and restorative practices, assist with daily supervision, and work collaboratively with the building leadership team to support student success and well-being.</p>
DUTIES AND RESPONSIBILITIES:	<p>Works as part of the building administrative team serving as the chief advocate for students and ensures a supportive, inclusive campus climate.</p> <ul style="list-style-type: none">• Oversee programs and services that support student well-being, including counseling, disability services, and student conduct.• Act as a liaison between students and administration regarding concerns, grievances, and disciplinary actions.• Develop, implement, and enforce policies related to student conduct, academic integrity, and community standards.• Lead investigations and adjudications of student conduct cases in accordance with institutional policies and legal guidelines.• Respond to student crises, emergencies, and behavioral concerns, including coordination with campus safety and emergency services.• Participate in institutional crisis response planning and implementation.• Promote equity, diversity, and inclusion through student programming and support services.

DUTIES AND RESPONSIBILITIES CONTINUED:	<ul style="list-style-type: none"> • Support affinity groups and initiatives that foster a respectful, inclusive campus culture. • Work collaboratively with faculty, staff, parents, and external partners to support student success. • Represent the student voice in institutional planning and decision-making processes. • Collect and analyze data to assess the effectiveness of student programs and services. • Drive continuous improvement initiatives based on student feedback and best practices in student affairs. • Knowledge of Restorative Practices.
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