

IMPERIAL VALLEY COLLEGE
Director, Restorative Justice Programs and Services

DEFINITION

Under the supervision of an appropriate administrator, the Director of Restorative Justice Programs and Services organizes, directs, coordinates, and supervises the day-to-day activities and operations of the Restorative Justice programs, which consist of the State correctional facilities, local jail and campus-based programs for currently and formerly incarcerated students. The Director coordinates appropriate instructional and student support services for currently and formerly incarcerated students.

EXAMPLES OF DUTIES:

- Provides management, leadership, and coordination of the College's Restorative Justice Program.
- Provides supervision and direction to assigned staff, faculty, short-term employees, student workers and interns.
- Reviews, assesses, and evaluates assigned programs and services; recommends and implements plans and policies to facilitate and improve outcomes, operations, and programs with the Restorative Justice program. This includes working with administrators and faculty to build an expanding schedule of courses, learning services, and student services.
- Establish scheduled times and locations for courses within the prisons and jail, including potential times for makeup hours due to unforeseen events and interruptions at the correctional facility.
- Monitors and facilitates student enrollments; ensures integrity of student program pathways.
- Assists department chairs in recruiting faculty to teach courses and in facilitating faculty evaluations at the correctional facilities and jail.
- Works with correctional staff and administrators to ensure all faculty and staff are appropriately trained, orientated, and cleared to work inside the California Department of Corrections and Rehabilitation (CDCR), including the clearance of instructional materials.
- Maintains compliance with State and Federal regulatory guidelines.
- Administers college policy with respect to educational services in the local jail and correctional facilities. Plans, implements, and evaluates short and long-range strategies, goals, and objectives related to the Restorative Justice Program.
- Works with administration, participatory governance leaders, and constituents to plan the expansion of the College's Restorative Justice Program.
- Oversees program outreach to recruit, identify, and select program participants; prepares and conducts presentations to the community stakeholders, campus, correctional facilities, and organizations assisting justice-impacted individuals.

- Ensures students' program files are updated, maintained, and reported in accordance with Family Education Rights and Privacy Act (FERPA); monitors students' academic and assessment records to analyze satisfactory academic progress; compiles and analyzes evaluation data to identify barriers to progress; provides recommendations for interventions for students experiencing and demonstrating academic difficulties.
- Supervises faculty in orientation activities such as student orientation, educational planning, transition workshops and activities to assist formerly and currently incarcerated students.
- Meet with students as required to assess academic progress and student needs for academic and student support services.
- Participates in monthly meetings and committees as assigned.
- Prepares and submits mid-year and annual performance reports on program and participant progress; develops and recommends appropriate budgets and budget narratives for multiple programs and grants. Establishes projected direct and indirect costs and revenues of the prison program; oversees expenditures and maintains fiscal responsibility; adheres to requirements for all grant reporting program regulations; ensures maximization of funds to adhere to and implement specialized grants and programs.
- Provides staff training and development to educate stakeholders on equity, best ways to serve formerly and currently incarcerated students, and general procedures on working with CDCR.
- Facilitate ceremonies, or other special events, to recognize the attainments of incarcerated students upon their completion of IVC certificate or degree programs.
- Performs other duties related to the position as assigned.

KNOWLEDGE SKILLS AND ABILITIES:

- Knowledge of student success strategies to improve retention and persistence for justice-impacted and socially or economically disadvantaged students.
- Knowledge of contemporary practices and theories to enhance success of non-traditional and adult learners.
- Knowledge of practices of student learning outcomes and measurements of student success.
- Ability to write grant reports.
- Ability to plan, organize, and prioritize daily assignments and work activities.
- Ability to communicate effectively in written and oral form.
- Ability to lead, direct, evaluate and assign staff.
- Ability to work collaboratively with faculty.
- Ability to maintain accurate and well-organized records.
- Ability to travel between sites
- Ability to work evenings and weekends as required
- Ability to learn, interpret, and apply regulations, rules, policies, and procedures.
- Demonstrate a sensitivity to and understanding of diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students.

MINIMUM QUALIFICATIONS:

- Master’s degree in a related field.
- One year of formal training, internship, or leadership experience reasonably related to this assignment is required.

DESIRED QUALIFICATIONS:

- *Experience working with individuals who have been impacted by the criminal justice system or individuals who have experienced significant hardship, such as homelessness, foster-youth, etc.*
- *Master’s degree in Social Work.*

WORKING CONDITIONS:

Environment: Office, travel to the prisons and local jails, and overnight travel

Physical Demands: Incorporated within one (1) or more of the previously mentioned essential functions of this job description are essential physical requirements. The ratings in the cart below indicate the percentage of time spent on each of the essential physical requirements.

- 1. Seldom: Less than 25 percent
- 2. Occasional: 25 to 50 percent
- 3. Often: 51 to 75 percent
- 4. Very Frequent: 76 percent and above

Ratings	Essential Physical Requirements
3	Ability to work at a desk, conference table or in meetings of various configurations.
1	Ability to stand for extended periods of time.
4	Ability to sit for extended periods of time.
4	Ability to see for purposes of reading printed matter.
4	Ability to hear and understand speech at normal levels.
3	Ability to communicate so others will be able to clearly understand a normal conversation.
1 or 2	Ability to lift 10 pounds.
1 or 2	Ability to carry 10 pounds.
4	Ability to operate office equipment.

STATUS/RATIONALE:

This is an educational administrator position, range 8. This position has direct responsibility for formulating and implementing policies and procedures regarding the Restorative Justice Program of the College and the District.