

FAIRFIELD PUBLIC SCHOOLS

Fairfield, Connecticut

- I. **JOB TITLE:** Walter Fitzgerald Campus Program Facilitator/Dean
- II. **CERTIFICATION/QUALIFICATIONS:** Professional teacher certificate and five (5) years of prior experience; high school/special education teacher, social worker, or school psychologist background strongly preferred.
- III. **WORK YEAR:** 10½ months
- IV. **REPORTS TO:** Building Administrator
- V. **JOB GOALS:** To assist and collaboratively work with the school principal and assist the teaching staff in the implementation and improvement of the Fairfield Public Schools PBIS/restorative alternative high school structure of student social-emotional and behavioral interventions and supports to increase student achievement.
- VI. **MAJOR RESPONSIBILITIES:**
 1. Implement, by instruction and action, the FPS WFC Social/Behavioral system for supporting students using Restorative Practices integrating the SRBI through the implementation and monitoring of PBIS including creating motivating incentives to support and sustain the positive school culture;
 2. Monitor and improve student attendance and work with WFC clinical staff and parents to support student's attendance to school;
 3. Design, implement and monitor positive pro-social skill learning opportunities, restorative/behavioral interventions and, when indicated, intensive behavioral supports for students;
 4. Using SWIS or Google Docs data, monitor and report on each student's behavioral and social progress in detail through weekly reports to students and staff, quarterly narratives, phone calls to parents and biweekly student meetings;
 5. Utilize and improve data structures to monitor student progress in all aspects of SEL (social emotional learning);
 6. Implement and document discipline according to FPS policies and high school procedures;
 7. Facilitate quarterly success plan meetings with each student and his or her family, clinician, special education teacher or student advisory teacher ;
 8. Structure and facilitate individual and small group student circles to increase student engagement and as an intervention for underperforming students;
 9. With school principal, collaboratively plan and implement school safety plans, drills and procedures;
 10. Support student success in online learning with direct instruction and pertinent organizational skill instruction;

11. Identify pre-requisite skills, learning opportunities and plan internships for students;
12. Provide instruction for students in life/social /behavioral skills pertinent to success in skill and in internship experience;
13. Provide individual and small group instruction on pro-social behaviors, conflict resolution, and positive peer/adult relationships;
14. Work with teachers to support student engagement in classes and on the school campus;
15. Knowledge of technology to support student learning in the alternative school setting;
16. Working with the school clinical team, integrate DBT skills to foster student success and individual skill development;
17. Working with the WFC staff, ensure that all students have a post-secondary plan;
18. Provide instruction and supports through direct instruction, internship logs and meetings and credit recovery options for students;
19. Attend weekly staff meetings, presenting data and information regarding student progress in IR2 and interventions, motivators and engagement options;
20. Facilitate additional educational and behavioral services for each student as needed;
21. Working with the school administration, consistently model and provide restorative interventions, motivations and innovations to promote a restorative, positive culture of learning and success orientation.