

**SCHOOL RESOURCE CENTER
CONNECTION FACILITATOR
JOB DESCRIPTION**

Position Title: Connection Facilitator

Program/Department: School Resource Center

Immediate Supervisor: School Resource Center Coordinator

Work Schedule: Hours are 7:00am-3:00pm (work calendar begins 2 weeks prior to teacher first day and goes through end of May) Follow VYJ Holiday Schedule with Fall Break and Spring Break included.

Benefits: Employee Health/Dental/Vision insurance and retirement plan

JOB DESCRIPTION:

Duties may include, but are not limited to the following:

Responsibilities:

- Demonstrate a positive and professional demeanor when interacting with Volunteers for Youth Justice (VYJ) employees, volunteers, and business partners.
- Consistently monitor and respond to the VYJ assigned email account, and keep an updated Google calendar to manage appointments and deadlines effectively.
- Ensure thorough case management by tracking and updating case-related notes in the database for students and families served.
- Be accountable for managing client-related paperwork, such as files, reports, evaluations, and other required forms. Additionally, take responsibility for technical equipment (e.g., computer, laptop, iPad, printer, and scanner) assigned for use.
- Be willing to work alongside assigned school administration and staff to support Caddo Schools social-emotional learning initiatives and help empower children and families in crisis.
- Work daily on-site at the assigned campus to support the efforts of the Care Response Team, directly assisting students experiencing dysregulated behaviors.
- Participate in staffing sessions and continuing education opportunities to enhance leadership skills, knowledge of TBRI® strategies and implementation, and understanding of social-emotional learning and restorative practices in schools.
- Gather and report statistical information on clients within your caseload as requested for reporting and analysis purposes.

Duties:

- Adhere to the schedule set by the Principal, providing support during morning carpool, lunchroom, recess, etc., and respond promptly to calls from the Care Response Team to address students' immediate behavioral needs. Providing direct support to teachers is a key responsibility when responding to these calls.
- Engage with students in the on-campus Calming Studio by leading sensory-rich activities utilizing TBRI® strategies. Also incorporate Caddo Schools approved Rethink (SEL) lessons to teach coping strategies, self-awareness, and interpersonal skills.
- Attend Principal's weekly Care Response Team meetings, offering feedback and updates on students of greatest concern.
- Work on-site daily at the assigned campus, assisting the administration, staff, and teachers with students and parents. Model restorative practices and TBRI® regulation strategies to support the school's efforts with students and families in need.
- Conduct daily check-ins with students on your caseload who require the most support, and collaborate with teachers to ensure consistent reinforcement of strategies.
- Ensure that case notes are entered in a timely manner into the database, and keep track of the tools and strategies implemented with students.
- Communicate with families, school staff, and service providers via phone calls, emails, and other methods of contact.
- Participate in meetings with school administration, staff, and faculty as requested, offering insights and support.
- Attend school events as requested to support families and foster relationship-building.
- Provide advocacy, resources, information, and referrals for families on your caseload.

QUALIFICATIONS:

- A Bachelor's or Master's degree in education/social service-related field or equivalent combination of education and experience in the school system, early childhood or child development related fields.
- Must be proficient in Microsoft Office and use of Google Documents.
- Must be highly organized and be able to multitask and work proficiently to find resources for families.
- Possess excellent written and verbal communication skills.
- Must complete TBRI® Intro and Overview training, Restorative Practices training, and Community Resiliency training upon hire.