



The Phoenix School of Roseburg

3131 NE Diamond Lake Blvd, Roseburg, OR 97470 / phone: 541-673-3036 / web: www.roseburgphoenix.com

Journey Support Squad Coordinator – Resilience Lead

Summary:

Phoenix School is recruiting a Journey Support Squad Coordinator to help expand our Journey Support Squad (JSS) team as we develop restorative justice and trauma-informed practices in the Phoenix School of Roseburg youth development organization, Charter High School and across partnering service sectors. Primary purpose of this position is to provide education, support, direction, and modeling to assist students throughout the school.

This is a unique opportunity to get involved with the launch of a new trauma informed educational initiative. Influence program design as well as support student success through building a TI school culture. This is a special opportunity for the candidate who receives a deep sense of fulfillment and compassion in helping students who especially benefit from trauma-informed practice and services. Candidates should have a strengths-based approach and philosophy when working with all people. Relationships and community building are critical for successful service.

Opening: Spring 2021 and the 2021-2022 School Year

Application Period: Accepting applications until filled

Assignment: *Remaining days of 2021-22 SY plus 19 Days for summer 2021 Prep.*

2021-22 School Year contract begins 08/23/21. Full-time (40 hours/week), 175 student days + 12 in-service/planning days = 187 day contract.

Salary: \$28,000 to \$38,000 (DOE).

Benefits: *Retirement at 6% of annual earnings.*
Individual Health Insurance + Health Savings Account (employer paid)
Dental Insurance (employer paid)
Life Insurance Coverage (employer paid)
5 Sick + 2 Personal leave days

Supervisor: Principal

Position Requirements:

- Bachelor's degree.
- Must have a desire to work with high school students in a professional manner and demeanor.
- Ability to work independently at times, show initiative, and communicate.
- Ability to successfully pass a drug test (random or otherwise) conducted by employer.
- Ability to work within a school, with youth, and as a team member.
- Perform in a professional manner while working with partnering organizations.
- U.S. citizen, national or lawful permanent resident.
- Must successfully pass a fingerprint criminal history background check.
- Regular and reliable attendance.
- A valid driver's license, clean driving record and ability to provide documentation.

Preferred Qualifications:

- Demonstrated competence with at-risk youth and families.
- Background related to behavior modification and emotional regulation in a behavioral health setting.
- Five plus years' experience working in administration, teaching, social services, and/or counseling positions.
- Prior experience working within a school and understanding of classroom behavior management.
- Possessing a master's degree from an accredited college or university.
- Excellent oral and written communication skills and the ability to communicate in non-technical terms with a diverse population of staff and students.
- 21 years of age or older to meet driving insurance requirement.

Duties & Responsibilities:

- Facilitates and leads individual and group skill building activities through a Restorative Justice lens as needed.
- Creatively and collaboratively problem solve in their daily work with students, families, and coworkers.
- Interface with students that are out of the classroom to identify their needs in that moment from a trauma-informed perspective. Work with the student to meet their needs and build their capacity to return to the classroom in a learning-ready mindset. Needs could include: snacks, schedule questions or changes, emotional processing and regulation, trigger identification and processing, building skills for de-escalation grounding and self-awareness, connect with outside resources, triage and refer to other staff or outside resources for a higher level of need.
- Monitor, record data and complete required documentation of a professional quality and within specified timelines.
- Assist Principal with coordination of mental, emotional, and social needs of students.
- Ensure that rules, guidelines, and procedures are consistently followed and enforced with care and respect.
- Communicate with parents, teachers, staff, and students.
- Regularly communicates with the Principal and Journey Support Squad (JSS) team regarding student issues.
- Work with mental health agencies and other community agencies to promote student success and resilience.
- Participate and provide training to staff as needed.
- Function effectively as a member of a multidisciplinary team.
- Provide feedback and communication within the team to allow for continuity of care.
- Fulfills other related duties as assigned or assumed.

Marginal Duties and Responsibilities:

- Assist Journey Support Squad (JSS) team to monitor behavior support plans and *Individualized Education Plan's* to ensure that they are being followed both by the school and by students. Help ensure that students are receiving the services that the school committed to provide and students are abiding by their behavioral commitments.
- Seek best practices in the education and behavioral health realm to assist organization in expanding its trauma-informed practices and restorative justice aspects.

Phoenix School Info:

Established in 1981, Phoenix Charter High School is an award-winning school serving an enrollment of 190 at-risk students, grades 8-12. Our school has a designed facility sited on a picturesque twelve-acre campus in east Roseburg, OR. We have outstanding community support and are recognized regionally for our innovative approach. Phoenix is a charter school provided by the Phoenix School of Roseburg, a private non-profit youth development organization.

Phoenix is a great school for teachers and administrators seeking to make a difference. Class sizes are small (average 20 students) and teacher and administrator creativity is supported in the spirit of improving our student's lives and academic achievements. Many staff members have a long history working at Phoenix and know that they make a difference and are appreciated by students, their peers, our board, and the community.

During standard operations (those outside of COVID-19 Comprehensive Distance Learning) Wednesdays are Early Release days in the District, students are released at 1:30 PM. As a result, we schedule a professional development session each Wednesday from 2:30-3:30 to focus on instructional needs as a learning community and an all-staff meeting each Tuesday from 2:30-3:30 PM to focus on staff planning and decision making. Additional in-service and planning days are scheduled throughout the year (see school calendar). Other duties consistent with our mission and the position may be assigned.

COVID-19 Disclaimer: The present school year does create a need for applicants to be flexible in scheduling. All employees at this time must be able to be successful in a remote work mode as required by compliance with Oregon Department of Education guidance. Phoenix Charter School is a member of the Douglas County School District #4 (Roseburg Public Schools). Our agency generally follows the direction of their Superintendent for which mode of instruction (On-site, Hybrid / On-site, and Comprehensive Distance Learning) we currently operate. As of February 2021, Phoenix Charter School has been operating in a Comprehensive Distance Learning with a hybrid mode of some students on-site. All students and faculty engage in instruction via the Phoenix Charter School's CANVAS platform and Microsoft Teams framework for live instruction. The Phoenix Charter School Operational Blue Print is available here: <https://phoenix.roseburg.k12.or.us/about-us/public-documents>.

Roseburg is the service center of rural Douglas County located on I-5 just over an hour south of Eugene and situated just over an hour from the Cascade Mountains to the East, the Oregon Coast to the West, and Rogue River/Southern Oregon to the South. For those who love outdoor recreation and a great place to raise children, Roseburg has much to offer. For more information check out the Roseburg Visitors Center and Chamber of Commerce's website at www.visitroseburg.com and <http://www.theumpgualife.com/>.

Phoenix Charter High School is a subsidiary corporation of Phoenix School of Roseburg, a private, non-profit charitable organization. Information is available at our website at www.roseburgphoenix.com.

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions, duties, and responsibilities of this job.

- Vision abilities: close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.
- Regularly required to sit for 1-3 hours; stand/walk/move around for 6-8 hours; drive 1-3 hours.
- Regularly required to talk and hear.
- Regularly required to use hands to finger, handle or feel objects, tools or controls.
- Regularly lift, move or carry up to 25 pounds; occasionally lift, move or carry up to 50 pounds.
- Frequently required to stand or walk (occasionally on an uneven surface), reach with the hands and arms, stoop, and/or bend.

While performing the duties of the position, the employee works with standard office and/or instructional equipment with moving mechanical parts.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals

with disabilities to perform the essential functions.

The noise level in the work environment could be low to moderate. The employee's work is most frequently indoors, but occasionally requires going outdoors in the weather to pass from building to building and drive from community sites.

NOTE: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions, or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. Phoenix School of Roseburg may add to, modify, or delete any aspect of this (or the position) at any time as it deems advisable.

Application Process:

Apply on-line through <https://roseburg.cloud.talentedk12.com/hire/index.aspx>

1. A scheduled visitation is encouraged!
2. The school will provide timely notification to candidates whether they are selected for an interview.
3. After an initial round of applicants are interviewed, the position will be offered or remain open until filled.

We look forward to your application and thank you, in advance, for your interest in Phoenix School of Roseburg.