

**KND Schools**  
**Elementary RTC Coordinator**  
Job Description

The RTC Coordinator is responsible for overseeing students serving in-school suspension and lunch detentions or students needing a break. This individual will provide guidance and instruction on classwork.

Minimum qualifications - an associates degree or a minimum of 60 credits hours, excellent communication skills, and the willingness to receive training in the areas of restorative practice, threat assessments, behavior management, CPI, etc.

1. The elementary RTC coordinator will...
  - a. Supervise students in RTC.
  - b. Use calming strategies to desolate students.
  - c. Guide students in filling out a responsible thinking plan.
  - d. Follow the RTC routines and procedures.
  - e. Log major and bus write-ups into SWIS and PowerSchool
  - f. Attends required meetings that discuss behavior such as Behavior Team Meeting.
  - g. Monitor scheduled student breaks
  - h. Handle tier 1 and tier 2 behaviors and contact parents as needed.
  - i. Help with check-in-check-out

Interested candidates should apply to Mr. Cody Jensen, KND Elementary Principal, via email. All applicants should submit a cover letter, resume, references, current letters of recommendation, and any certifications in a single PDF to [jensenc@kndschoools.org](mailto:jensenc@kndschoools.org) Position will be paid through the third party, EduStaff. The candidate awarded the position must complete all paperwork required.