

**COMMON PLEAS COURT OF CLARK COUNTY, OHIO  
DOMESTIC RELATIONS DIVISION  
JUVENILE DIVISION**

**JOB TITLE: Mediator, Springfield City Schools**

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REPORTS TO: Director of Mediation      JOB STATUS: Exempt

HOURS: 40 hours per week      SALARY: Commensurate with experience

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**RESPONSIBILITIES:**

The Mediator is under the direct supervision of and responsible to support the Mediation Director/Coordinator. The mediator is primarily responsible for the development of a referral process for mediation, supporting school staff in identifying and scheduling cases to be mediated. The Mediator shall communicate with all pertinent staff at assigned schools (mediation coordinators, principals, asst. principals, attendance officers, etc.) to support the mediation needs of the school, including coordination of scheduling and follow up for cases that do not settle at initial mediation.

The Mediator shall also maintain data regarding referral and disposition of cases and assist with reporting and evaluation of said data. The Mediator shall support program development, including: expansion and necessary revision dictated by court and school needs, training programs, refinement of court-related dispute resolution programs and volunteer mediator training, as needed. In addition, the Mediator shall support the research for grants, including record maintenance of grant funds and timely submission of data reporting requirements. Finally, the Mediator shall support the goal of increasing public awareness and use of mediation as a means of conflict resolution.

**TYPICAL TASKS:**

Provide all school mediation coordinators with monthly schedules and assigned times for mediation, working to address the specific needs at each school and assisting in scheduling for other times as needed to accommodate parent(s) and school staff schedules.

Mediate the full range of issues that come up in the schools, including but not limited to truancy, behavior, academics, family crisis, mental health, substance abuse, abuse and neglect, parenting issues, and family conflict.

Plan and organize mediation forums for school staff and community participation, as appropriate.

Work with grant evaluation coordinators.

Gather and maintain data as required for grants, annual reports and statistical analysis regarding mediation effectiveness and to support improvements and revisions to the Mediation Program as needed.

Attend local collaborative community meetings and trainings to keep abreast of new ideas, resources and skill development that support mediation with students, families and school staff.

## **REQUIREMENTS**

BS or BA in Sociology, Psychology, Political Science or related field. The mediator must be qualified by mediation training and experience (or be willing to be trained in mediation practices) to support a countywide program of court connected mediation.

The mediator must meet the mediator requirements of Rule 16 of the Rules of Superintendence for the Courts of Ohio, and be qualified by training and experience to mediate a wide variety of disputes common to the courts (or be willing to be trained).

## **DESIRED KNOWLEDGE, SKILLS, AND ABILITIES**

The mediator must have ability to maintain effective working relationships with staff, the judges, magistrates, community agencies, school employees, and the general public. Demonstrated knowledge and effective use of mediation principles in a wide variety of disputes common in school and court system.

Public speaking and writing skills are required.

Promote mediation within Clark County.

Be able to produce reports in an accurate and timely manner.

This job description should not be construed as all-inclusive or a contract of employment. The employer reserves the right to change or assign other duties to this position. This employee is an unclassified employee who serves at the pleasure of and is appointed by the Clark County Juvenile Court Judge under the provisions of 2151.13 of the Ohio Revised Code.

***Date: June 18, 2014***