

SAN YSIDRO SCHOOL DISTRICT

TITLE: Special Programs Liaison

REPORTS TO: Coordinator of Special Programs

DEPARTMENT: Educational Services

CLASSIFICATION: Classified-Management (12 months)

FLSA: Exempt

SALARY: Management Salary Sched.

Revised:

Board Approved: June 9, 2026

Location: Multiple School Sites

BASIC FUNCTION: Under the direction and the supervision of the Coordinator of Special Programs, the Special Program Liaison collaboratively works with school administrators, staff, families, community partners, and school teams to develop, implement, and facilitate various state and federal categorical, restricted, grant and/or community partner funded programs, such as, but not limited to, extended learning opportunity, community schools, homeless services, attendance, art programs, and various community partners. The position serves as a liaison between schools, families, agencies, and community organizations to coordinate partnerships, various educational programs, resources, and support services that improve student outcomes, student attendance, engagement, and overall well-being. Responsibilities also include assisting families with enrollment, residency, and attendance verification; facilitating access to services and resources; collecting, analyzing, and monitoring data to evaluate program effectiveness and align services with identified student and family needs. Communicate and advertise various programs.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but are intended to accurately reflect the principal job elements.)

- Serve as the district liaison and subject matter expert for various state and federal categorical, restricted, and grant/community partner funded programs, such as, but not limited to, extended learning opportunity, community schools, homeless services, attendance, art programs and community partner programs.
- Serve as a liaison for the homeless, foster, migrant, and military-connected youth by collaborating with schools, community agencies, law enforcement, and educational partners to ensure compliance with child welfare laws, including the McKinney-Vento Homeless Assistance Act, and to support students' academic, social-emotional, behavioral, and basic needs.
- Develop, implement, and maintain systems for identifying, validating, monitoring, and analyzing child welfare, attendance, and program data to support educational and student services, evaluate program effectiveness, address chronic absenteeism, and inform shared leadership and district decision-making.
- Coordinate and provide referral, liaison, and wraparound support services for students and families, including access to transportation, housing, food, medical care, health insurance, uniforms, and other community resources that remove barriers to student success and attendance.

- Support student enrollment, transfers, attendance, suspension, and expulsion processes by remaining current on applicable legal requirements; resolving enrollment disputes for homeless, foster, and military-connected youth; coordinating with SARB and BART teams; monitoring data reporting; and supporting districtwide attendance improvement initiatives.
- Build and sustain collaborative partnerships with principals, school teams, families, community agencies, and community-based organizations to align services and resources with district goals and Community School pillars, strengthen family engagement, and expand programs that support student achievement and wellness.
- Co-facilitate Community School committees, focus groups, and collaborative meetings with students, families, staff, and community partners to ensure communication, alignment of initiatives, and the implementation of integrated student and family support services.
- Assist site administrators in conducting strengths and needs assessments, identifying service gaps, leveraging community partnerships, collecting and analyzing data, and monitoring the quality and effectiveness of school-based programs and partnerships.
- Maintain and update district and school website information related to community resources, child welfare services, attendance supports, and family engagement initiatives to ensure accurate and accessible information for students, families, and staff.
- Prepare reports, grants, professional development activities, and program evaluations related to various state and federal categorical, restricted, and grant/community partner funded programs, such as, but not limited to, extended learning opportunity, community schools, homeless services, attendance, art programs, the San Ysidro Education Collaborative, and community partner programs.
- Communicate, advertise, and promote events and special programs for the District.
- Supervise and evaluate assigned staff.
- Provide school-site support
- Remain visible and accessible to families and staff.
- Effective organizational skills.
- Strong presentation and facilitation skills.
- Perform other related duties as assigned.
- Provide school and district support as needed.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE

- Bachelor's degree in education, social work, psychology, communication, or a related education degree.
- Strong oral and written communication skills
- Effective organizational and
- A valid California Driver's License

DESIRED QUALIFICATIONS:

- Bilingual and Biliterate (English / Spanish)
- Knowledge of the Local Control Accountability Plan
- Knowledge of various state and federal categorical, restricted, grant and/or community partner funded programs, such as, but not limited to, extended learning opportunity, community schools, homeless services, attendance, art programs, the San Ysidro Education Collaborative programs, and various community partners.

WORKING CONDITIONS

Indoor and outdoor school settings which can include office and outdoor interactions.

Multiple School Sites

PHYSICAL REQUIREMENTS:

Hearing and speaking to exchange information; interpersonal skills; seeing to perform assigned duties, sitting or standing for extended periods of time; dexterity of hands and fingers to operate office equipment. Ability to retrieve stored files; lifting and moving objects for various programs.