Position: Social Worker Liaison	FLSA: Exempt	Work Days: 223
Reports to: Associate Superintendent or Designee	Salary: Classified Management Salary Schedule – Range F	

Job Descriptions are intended to present a descriptive list of the range of duties performed by employees in the class. Job Descriptions are not intended to reflect all duties performed within the job.

OVERALL OBJECTIVE AND SUMMARY:

The Social Worker Liaison specializes in working with school-aged children, their parents, teachers, and school administrators to help students cope with a wide range of issues and perform well academically. Social Worker Liaisons typically work full-time in an office within a school but may need to travel to serve multiple schools in the area.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential duties and responsibilities may include, but are not limited to, the following:

- Supervise, support, and evaluate staff as assigned; foster a culture of accountability, collaboration, and professional growth.
- Provide leadership aligned with the District's Vision, Goals, Core Values, and Theory of Action for Student Success.
- Plan, organize, and oversee assigned functions to support effective operations, continuous improvement, and alignment with district priorities.
- Use data and evidence to inform decision-making, monitor progress, and drive outcomes through the Cycle of Continuous Learning and Improvement (CCLI).
- Promote equitable access to programs and services and inclusive practices that support the success of all students.
- Maintain compliance with applicable laws, regulations, policies, and collective bargaining agreements.
- Oversee and/or support budgeting, resource allocation, and strategic planning efforts to advance district goals (as applicable).
- Promote safe, positive, and productive learning and working environments.
- Strive to help students grow socially and academically. Depending on the student, this may look like helping students resolve issues like bullying, school absences, and other conflicts. It may also involve helping students cope with disabilities, behavior management, and mental health issues.
- Provide emotional support and encouragement to students and families, as needed.
- Provide support for parent involvement in education.
- Work in a decision-making capacity with assigned supervisor, site administrators, parent groups, business and community leaders as directed.
- Assist in identifying grant and other funding sources to utilize available program resources.
- Serve as a liaison between staff, students, parents, referral agencies, schools, departments/division, committees and agencies.
- Collaborate with youth serving organizations and community organizations to support students and families; work with community based service providers to identify needs and determine case management plans.
- Provide case management services in conjunction with the family support team model; work with the family support team to do assessments, linking, monitoring, evaluation, and case planning.
- Communicate with parents about monthly parent meetings, parent education opportunities, community resources, field trips, events, and other activities; engage speakers to speak to parents.
- Collect and record confidential data on participating families on an ongoing basis according to established guidelines; maintain computer-based documentation of all contacts, referrals, and services provided and outcomes achieved for participants; participate in data gathering and evaluation to evaluate case management services and deliver; provide data to state and federal agencies; maintain current attendance files.
- Coordinate, develop, expand, support, and oversee activities and operations related to assigned department(s) as directed; assist with the recommendation of updates to policies and procedures to support compliance with state and federal laws and regulations and collective bargaining agreements if requested.
- Assist families as they enroll their child in Natomas Unified School District by providing information about educational and other services for which they are eligible including, but not limited to: school meal programs, after school programs, English Language Learner programs, special education programs,

transportation, school supplies, emergency clothing, referrals to medical, dental, mental health or other services they may need through coordination with social service and community organizations.
- Assist students and families in accessing school and community services by providing instruction in self-advocacy, including completion of complex forms and applications.
- Provide leadership in publicizing, marketing and promoting various programs and services throughout the District and community.
- Supervise interns and social workers.
- Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices related to the technical aspects of the assigned department.
- Federal, State, and local laws, regulations, Education Code provisions, and collective bargaining agreements applicable to assigned departments.
- District organization, operations, policies, goals, and objectives.
- Recordkeeping, office organization, and standard administrative practices.
- Proper English usage, including grammar, spelling, punctuation, and vocabulary.

Ability to:

- Communicate effectively orally and in writing and build effective working relationships with diverse audiences, including staff, students, families, community partners, and stakeholders.
- Exercise sound judgment in problem-solving, conflict resolution, and decision-making.
- Adapt to changing priorities and organizational needs with flexibility and professionalism.
- Manage budgets and allocate resources in alignment with district priorities, as applicable.

PHYSICAL ABILITIES

Positions in this classification typically require the following physical abilities to successfully perform the essential functions of the job, with or without reasonable accommodation:

- **Mobility:** Ability to sit, stand, and walk for extended periods of time. Ability to move throughout district facilities, school sites, offices, warehouses, and community locations as required.
- **Manual Dexterity:** Sufficient fine motor skills to operate a computer, keyboard, mouse, tablet, telephone, and other standard office equipment. Ability to write, type, review, and prepare documents accurately.
- **Vision:** Ability to read printed materials and electronic documents, review data, and analyze reports. Adequate visual acuity to utilize computer screens for extended periods and observe site conditions.
- **Hearing and Speech:** Ability to hear and understand conversations in person, over the telephone, and through virtual platforms. Ability to speak clearly to participate in meetings and direct communication with individuals and groups.
- **Lifting/Carrying:** Ability to occasionally lift, carry, push, or pull materials and equipment typically up to 25 pounds.
- **Reaching/Bending/Stooping:** Ability to bend, stoop, reach, and stretch as required.
- **Travel:** Ability to travel between district sites, community locations, and external meetings. May require operation of a personal or district vehicle.
- **Work Environment Tolerance:** Ability to work in standard office settings as well as school, operational, warehouse, or outdoor environments, which may include moderate noise levels and varying temperatures.
- **Extended Work Hours:** Ability to work extended hours, evenings, and occasional weekends as required for meetings, events, emergencies, or operational needs.

EDUCATION AND EXPERIENCE

Any combination of education, training, and experience that would likely provide the required knowledge and abilities may qualify a candidate for this position. A typical path to qualification includes:

- Education: A Master’s Degree in social work is required.
- Experience: Experience in student/community education; planning and implementing programs and services for students, staff and families; and/or other related experience, preferably in a public education setting.

LICENSES AND CERTIFICATES

- Valid California driver’s license required