

# Somerset County Public Schools

## Job Description

**Job Title:** Community School Liaison  
**Department:** School based  
**Reports To:** Principal  
**FLSA Status:** Exempt  
**Prepared By:** Tracie Bartemy/Tracey Cottman/Beth Whitelock  
**Prepared Date:** June 19, 2019  
**Approved By:** Superintendent  
**Approved Date:** October 1, 2019

### I. Summary

An individual in this classification serves as the liaison between the school and students, families and community resources that promote student achievement, positive learning conditions and well-being of students by providing wrap around services.

### II. Essential Duties and Responsibilities include the following: Other duties may be assigned by the Principal or other member of Administration.

- Tracks statistical program data on student achievement and student needs.
- Identifies and screens families that are in need of services and coordinates access.
- Conducts home visit for the purpose of family support as indicated from a student needs assessment.
- Determines if a family is in crisis that requires immediate attention by police, a crisis response unit or a hospital.
- Refers families to appropriate agencies in situations where a clinical evaluation is necessary.
- Helps families create and meet individual short term and long term goals.
- Maintains organized records of activities.
- Provides one-on-one student support with instruction and counseling as necessary. Provides continuous case management.
- Evaluates and educates students and families on nutritional, social and emotional well-being.
- Educates the family on monitoring the child's learning.
- Works with early learning agencies such as the Judy Center, Head Start and Social Services in identifying students in need for community resources.
- Works with school counselors, behavior specialists and psychologists on restorative practices with students.
- Works with the Principal and Leadership team of school on an annual needs assessment for students. (Initial one by 7/1/2020).
- Provides strategies for teachers on working with students in crisis and students with disabilities.
- Attends all local and state level trainings as required.
- Participates in IEP and LST school meetings as requested.

### **III. Qualifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### **A. Education and/or Experience**

Bachelor's degree in Social Work preferred. Degrees in related fields are acceptable.

#### **B. Certificates, Licenses, Registrations**

Social Work license preferred but not required.

#### **C. Language Skills**

Ability to read, analyze, and interpret data and reports. Must have excellent oral and written communication skills. Ability to effectively present information to groups.

#### **D. Mathematical Skills**

Ability to apply concepts of basic arithmetic.

#### **E. Reasoning Ability**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.

#### **F. Computer Skills**

To perform this job successfully, an individual should have knowledge of Internet Software; Spreadsheet software (Excel) and Word Processing software. Must have strong data tracking and organizational skills. Must be able to manage files and records efficiently.

#### **G. Other Skills and Abilities**

Excellent ability to relate and communicate with families in the community and in a variety of settings.

Must possess skills to gain trust of families.

Must have knowledge of community resources and the social services system.

Knowledge of the local community and the local school system is critical.

#### **H. Other Qualifications**

Must be dependable, flexible, organized and work well with others. Position will require adequate transportation to travel throughout the County and out-of-town meetings.

### **IV. Physical Demands**

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 essential functions. Reports potentially unsafe conditions; Uses equipment and materials properly.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to stand; walk and use hands to finger, handle, or feel. The employee is regularly required to sit and reach with hands and arms. Frequent travel is necessary and will require sitting in a vehicle for extended periods of time. The employee must occasionally lift and /or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

**V. 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.

While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts. The noise level in the work environment is usually moderate.