



RESIDENCY INVESTIGATOR

QUALIFICATIONS:

1. Three years of experience that is directly related to the duties and responsibilities specified.
2. Demonstrated knowledge of admissions, enrollment, residency documents and student records for a school district.
3. Strong communication and interpersonal skills.
4. Required criminal history background check, drug screening, and eligibility to work in the United States
5. Knowledge of student enrollment requirements and issues.
6. Hold and maintain a valid New Jersey driver's license with use of a reliable vehicle
7. Knowledge of the rules, regulations, and laws regarding student records.
8. Ability to maintain confidentiality of records and information.
9. Ability to follow up, good with details, ability to deal with many enrollment issues concurrently.
10. Computer literacy as it pertains to residency records.
11. All applicants must meet NJ residency requirements as per the "New Jersey First Act", N.J.S.A. 52:14-7 (L. 2011, Chapter 70)

REPORTS TO: Superintendent or designee

SUPERVISES: Investigation of student residency and enrollment

JOB GOAL:

To provide information to the school district leading to determining whether students are residents and properly enrolled.

PERFORMANCE RESPONSIBILITIES:

1. Pursues tips and conducts proactive investigations of students. Promptly and diligently investigates allegations, and keeps records of steps taken to ferret out "educational larceny."
2. Meets with newly enrolled students and parents in person or on the phone to discuss whether the student is a resident and is entitled to be enrolled in district schools.



Township of Union Public Schools

Job Description

3. On the instructions of the superintendent or designee, institutes random residency audits of school students. In addition to targeted efforts for students suspected of non-residency, investigators will conduct a limited number of residency checks of students selected at random.
4. Notifies families about the residency requirement and about consequences for falsifying residency through a variety of means (including letters to parents, policy handbook, neighborhood newspapers, and other avenues).
5. Reserves the district's right to impose additional consequences beyond dismissal from the school, including civil and criminal legal action, against families found to be in violation of the residency policy.
6. Assists the district staff in enforcing the requirement for parents of every student to sign an annual legal affidavit at the start of every school year affirming legal residency in the district and to notify the district of any residency changes that take place during the school year.
7. Conducts spot-checks of key drop-off locations.
8. In all residency inquiries, requires families to produce additional proof of residency beyond those already required. These may include, but not be limited to, driver's license, car insurance/registration, W-2 form, property tax bill, and other documents currently in use in NJ to prove residency, such as:
 - a. Home ownership papers (deed, settlement papers, or mortgage coupon book with the parent's name and address)
 - b. Incorporated lease (lease agreement from realty company)
 - c. Non-incorporated Lease Agreement (landlord provides proof of residency by producing home ownership papers (deed, settlement papers, mortgage coupon book with parent's name and address)
 - d. A notarized statement does not satisfy the legal guardianship requirement to attend school tuition-free.
 - e. Assists with the collection of all paperwork by responding to specific questions during the form completion process. Will follow up on missing forms until the file is complete. Will act on all missing forms notices.
9. Assists in publicizing district policy that the parent or guardian becomes liable for a prorated share of the tuition, plus potential criminal consequences, if a nonresident child fraudulently attends a public school. Publicity on non-resident policy and its consequences has been shown to cut the number of violators in half in only a two year period.
10. Pursues claims against parents for back tuition on illegally enrolled students.
11. Appear in court to pursue civil and criminal claims against parents.



12. Performs other related duties as may be assigned.

PHYSICAL ABILITIES AND WORKING CONDITIONS OF CONTINUED EMPLOYMENT

The physical abilities and other conditions of continued employment listed in this section are representative but are not intended to provide an exhaustive list of physical abilities and other conditions of continued employment, which may be required of this position. The Township of Union Public Schools encourages persons with disabilities who are interested in employment in this class and need reasonable accommodation to contact the Personnel Department.

Vision: (which may be corrected) to read small print; view a computer screen

Hearing: (which may be corrected) adequate hearing to understand and engage in conversations, even in noisy conditions

Speech: to be understood in face-to-face communications; to speak with a level of proficiency and volume to be understood over a telephone

Mobility and Endurance: use hands and fingers to feel, grasp, and manipulate objects; manipulate finger, twist and bend at the wrist and elbow; extend arm to reach outward and upward; use hands and arms to lift objects; turn, raise and lower head; ability to travel to various locations, including homes, to conduct residency investigations; ability to spend extended periods walking, standing, or driving

Strength: ability to lift, push, pull and/or carry objects, equipment, and materials needed for investigations, such as cameras, notebooks, and legal documents, which may weigh 5 or more pounds

Driving: ability to operate a vehicle safely

Observation and Documentation: ability to observe and document physical evidence of residency, such as addresses, names on mailboxes, or utility meter readings; ability to use electronic devices, such as smartphones and tablets, for note-taking, photography, and other documentation tasks

Physical Stamina: ability to work outdoors in various weather conditions, which may involve prolonged periods of standing and walking; flexibility in conducting investigations during mornings, evenings, or weekends, as necessary

Environmental Requirements: encounter constant work interruptions; work cooperatively with others; work independently; work indoors

Mental Requirements: read, write, understand, interpret and apply information at a moderately complex level essential for successful job performance; judgment and the ability to process information quickly, learn quickly and follow verbal procedures and standards; give verbal instruction; rank tasks in order of importance; copy, compare, compile, and coordinate information and records; strong problem solving skills to assess and interpret residency-related issues; good memory and attention to detail for accurate record-keeping and reporting



Township of Union Public Schools

Job Description

TERMS OF EMPLOYMENT: Salary and work year are to be determined by the Superintendent & Board of Education., in accordance with the collective bargaining agreement between the Board of Education and the Union Township Education Association.

ANNUAL EVALUATION: The performance of this job will be evaluated annually in accordance with NJ State law and the provisions of the board's policy on evaluations.

Approved by: Township of Union Public Schools

Date:

Reviewed and Agreed to by:

Date: