

**Fairfield Public Schools
Fairfield, Connecticut 06825**

NOTICE OF AVAILABLE POSITION

POSITION: Residency Investigator

BRIEF JOB DESCRIPTION: Incumbent performs responsible and technical investigations to determine residency of students, parents and guardians of students who attend or utilize the educational services of the Fairfield Public Schools.

MINIMUM QUALIFICATIONS: A Bachelor's degree in work related field or equivalent work experience. Minimum five years of investigative experience. Reliable transportation and a valid Connecticut driver's license required. Proficient in the use of Microsoft Office, Outlook, Word, and Excel. Previous experience working with children is preferred. Must have excellent written, verbal and report preparation skills. Demonstrate the ability to establish relationships in a professional and courteous manner with students, parents, school personnel and outside agencies. Knowledge of community services and resources. Familiarity with residency, homeless, assistance act matters. Ability to work flexible hours.

SALARY: \$25,000 annually

WORK PERIOD: 10 months, 15.0 hours per week

STARTING DATE: ASAP

Job Description can be viewed on the District website under Employment Opportunities

Please complete application online at:
www.fairfieldschools.org