

## **Fairfield Public Schools**

**Title:** Residency Investigator

### **Job Purpose Statement:**

Perform 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.

### **Supervision Received:**

Receives direction from the Superintendent's office.

**Supervision Exercised:** Not applicable

### **Essential Job Functions:**

Conduct residency investigations, which includes visiting residencies/homes other necessary locations and conducting surveillance.

Create and maintain comprehensive records of all investigations including the resolution of each case.

Prepare and submit monthly reports and records of all residency investigations.

Maintain a record of district savings in educational services for students withdrawn for non-residency.

Follow and maintain the mandates and provisions established by the State of Connecticut laws and applicable board policies/regulations regarding residency matters.

Maintain contact with school administrators regarding residency issues.

Establish relationships with local law enforcement agencies, community services and court services.

Collaborate with school principals, social workers, guidance counselors, and other staff in coordinating services and referral of students to community agencies providing child and family services.

Participate as a resource for school administrators at meetings with parents/guardians.

Attend and assist in the preparation/presentation of evidence and materials at applicable hearings.

Train and collaborate with school administrators and staff to ensure personnel are familiar with residency matters in accordance with applicable board policies, regulations, and laws.

Assume other duties as assigned by the Superintendent of Schools or their designee.

**Incidental Job Functions:**

Performs detailed record keeping, clerical/computer functions. Must be able to use and work with Microsoft Office, Outlook, Word, Excel, and other computer functions to investigate residency and truancy records.

May perform other duties as required.

**Knowledge, Skills and Abilities:**

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.

**Minimum Qualifications Required:**

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.

**Physical Exertion/Environmental Conditions:**

Performs duties in an office environment and must be able to drive and investigate proof of residency. Routinely and intermittently exposed to computer screen. May be required to lift light to medium weights, for example, ledgers, office supplies, etc. Some degree of stress in meeting report deadlines, dealing with families, and in dealing with requests for confidential information.

**Bulletin:**

This job requires varied computer, clerical, record keeping, and accounts skills. The Residency Investigator must be a self-starter, comfortable working independently, with people and numbers, interacting with local police department and personnel, and capable of interpreting Board of Education policy to the public in a pleasant and affirmative manner.

8/2017