

**TITLE:** Residency Officer

**QUALIFICATIONS:**

1. High school diploma; Valid New Jersey driver's license
2. Knowledge of child welfare and compulsory education laws and regulations. Former police experience preferred.
3. Demonstrated ability to work successfully with children and adults and sensitivity to cultural diversity
4. Required criminal history background check and proof of U.S. citizenship or legal resident alien status

**REPORTS TO:** Principal, Freehold Intermediate School

**SUPERVISES:** None.

**FUNCTION:** To monitor student attendance to minimize tardiness and truancy problems that inhibit access to educational opportunities in accordance with law, regulations and board policies.

**DUTIES:**

1. Maintains daily contact with all schools to monitor undocumented absences and excessive tardiness; confers with parents and makes home visits when necessary.
2. Counsels students regarding absenteeism and tardiness to gain their cooperation and identify any underlying problems that may warrant intervention by a social worker, psychologist or other professional staff member.
3. Advises parents of their legal responsibility to ensure school attendance.
4. Confers regularly with building principals, school nurses, teachers and child study team members regarding students who are chronically absent/tardy.
5. Handles all court matters pertaining to attendance problems; prepares necessary reports; and attends pre-trial conferences and/or court sessions as required.
6. Investigates challenges to students' legal residence in accordance with law and board policy.
7. Performs all duties specified in state law, administration code and in accordance with board policy and procedures.

8. Pursues tips and conducts proactive investigations of students. Promptly and diligently investigates allegations, and keeps records of steps taken to ferret out “educational larceny.”
9. 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.
10. On the instruction of the superintendent, institutes residency audits of school students.
11. Notifies families about the residency requirement and about consequences for falsifying residency, including civil and criminal legal action against families found to be in violation of the residency policy.
12. Assists the district staff in enforcing the requirements 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.
13. 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.
14. When not performing the duties of Residency Officer the employee will perform the duties falling under the Board approved job description of security monitor.
15. Performs other related duties as may be assigned by the superintendent or his/her designee.

**TERMS OF  
EMPLOYMENT:**

10-month position. Salary and work year to be determined by the Board of Education.

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of Board of Education policy on evaluation of non-certified personnel.