

SAMPLE - DRAFT
DISTRICT ATTENDANCE OFFICER/RESIDENCY FRAUD INVESTIGATOR

QUALIFICATIONS:

- A. High School Diploma
- B. Prior Law Enforcement or Investigative Experience preferred
- C. Interest and experience in working with District Staff and Community
- D. Ability to communicate effectively (both oral and written)
- E. Demonstrated computer skills in Google, Microsoft Word, and Internet Research preferred
- F. Courtroom Testimony experienced preferred

REPORTS TO:

Director of Pupil Personnel Services

TERMS OF EMPLOYMENT:

Part Time Hourly Position

Wage and work year as determined by the Board of Education upon recommendation of the Superintendent

DUTIES:

- A. Work under direction of the Director of Pupil Personnel Services
- B. Conduct home visitations of children in the School District
- C. Work with schools and District Administrators in obtaining proof of residence in district
- D. Act as truant officer to check long term absence
- E. Conduct surveillance and investigations
- F. Maintaining accurate field and other notes
- G. File detailed reports and records as directed by the Director of Pupil Personnel Services and/or Superintendent
- H. Attend Board of Education Meetings as needed to provide testimony and/or reporting as required by the Superintendent
- I. Attend court proceedings as required