

## **SUNNYVALE SCHOOL DISTRICT**

**May 2018**

**CLASS TITLE: RESIDENCY VERIFICATION OFFICER**

### **BASIC FUNCTION:**

Under the supervision of the assigned supervisor to monitor and verify the Affidavits of Residence of students attending the Sunnyvale School District through home visitations and surveillances.

### **ESSENTIAL DUTIES:**

Maintain written documentation on student and parent casework.

Communicate with the district office and/or school sites for referrals to verify where students are living.

Verify all students that are going to school on Affidavits of Residence.

Research addresses of students through home visitations and surveillances.

Write reports to confirm whether or not the student lives at that address using district investigative report.

Communicate with the District Office regarding the findings of each individual student.

Perform related duties as assigned.

### **KNOWLEDGE AND ABILITIES:**

#### **KNOWLEDGE OF:**

Experience in community liaison work.

Knowledge of the public school system.

District boundaries.

Record-keeping and report preparation techniques.

#### **ABILITY TO:**

Understand and carry out oral and written instructions.

Assist and work cooperatively with school and district personnel.

Communicate effectively with parents, site staff, and district staff.

Work effectively with an ethnically diverse community.

Work independently.

Maintain confidentiality.

**EDUCATION AND EXPERIENCE:**

High school diploma or equivalent.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California drivers license

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Indoor and outdoor environment.

Driving a vehicle to conduct work.

**PHYSICAL DEMANDS:**

Hearing and speaking to exchange information.

Seeing to read a variety of materials.

Sitting for extended periods of time.

Dexterity of hands and fingers to operate a vehicle.

**HAZARDS:**

Traffic hazards.

Driving a vehicle during adverse weather conditions.

**TERMS OF**

**EMPLOYMENT:**

Salary and terms of employment are described in the Agreement between the Sunnyvale School District and the California School Employees Association.

**EVALUATION:**

Performance of this job will be evaluated in accordance with the Agreement between the Sunnyvale School District and the California School Employees Association.