

# JOB DESCRIPTION

## PATERSON BOARD OF EDUCATION

PARAPROFESSIONALS

4166 Field Investigator

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### REVISED

**JOB TITLE:** FIELD INVESTIGATOR

**REPORTS TO:** Director of Student Assignment Services

### **NATURE AND SCOPE OF JOB:**

The Field Investigator will investigate residency and enrollment cases as well as monitor and inspect school buses.

### **QUALIFICATIONS:**

The Field Investigator shall:

1. Hold a high school diploma.
2. Hold and maintain a valid driver's license with no serious violations.
3. Bachelor's Degree preferred.
4. Bilingual preferred.
5. CDL Driver's License with P and S endorsement preferred.
6. Have excellent integrity and demonstrate good moral character and initiative.
7. Ability to multi-task, follow-up on cases and pay close attention to details.
8. Exhibit a personality that demonstrates interpersonal skills to relate well with students, staff, administration, parents, and the community.
9. Demonstrate the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary.
10. Provide proof of U. S. citizenship or legal resident alien status by completing Federal Form I-9 in compliance with the Immigration Reform and Control Act of 1986.
11. Provide evidence that a criminal record history check has been conducted and clearance has been given by the Department of Education. During the initial six month period provide a sworn statement that the individual has not been convicted of a crime or a disorderly person's offense in accordance with 18A:6-7.1.

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12. Provide evidence that health is adequate to fulfill the job functions and responsibilities with reasonable accommodation pursuant to 42 U.S.C. 12101 and in accordance with N.J.A.C. 6:3-4A-4.
13. Pass the State required Mantoux Intradermal Tuberculin Test as required by N.J.A.C. 6:3-4A-4.
14. Meet such alternatives to the above qualifications as the Superintendent may find appropriate acceptable.

#### VERIFICATION OF COMPETENCY:

1. District application and resume.
2. Required documentation outlined in the qualifications above.
3. Letters of reference from former employers, teachers, or other professional sources.
4. Employment interview.

#### EMPLOYMENT TERMS:

The Field Investigator shall be employed under the following terms:

1. Work year of twelve months.
2. Conditions established by laws and codes of the State, and policies, rules, and regulations established by the Board of Education (N.J.S.A. 18A:27-4 et seq.).

#### JOB FUNCTIONS AND RESPONSIBILITIES:

The Field Investigator shall:

1. Monitor and inspect buses on a daily basis to ensure the bus driver and company are adhering to the state laws and the bid specifications.
2. Verify addresses and residency.
3. Use computers and/or electronic equipment to fulfill job functions.
4. Notify immediately appropriate personnel of any evidence of substance abuse, child abuse, child neglect, severe medical conditions, potential suicide, or individuals appearing to be under the influence of alcohol, or controlled substances.

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5. Participate in appropriate in-service and workshop programs and attend required meetings.
6. Serve as a role model for students and staff in demonstrating positive attitudes, appropriate attire and grooming, and effective work ethic.
7. Participate in appropriate in-service and workshop programs and attend any required meetings.
8. Display ethical behavior in working with students, parents, school personnel, and outside agencies associated with the school.
9. Protect confidentiality of records and information gained as part of exercising professional duties and use discretion in sharing such information within legal confines.
10. Adhere to New Jersey school law, State Board of Education rules and regulations, Board of Education policies and regulations, and school regulations and procedures.
11. Perform any duties and responsibilities that are within the scope of employment, as assigned by their supervisor and not otherwise prohibited by law or regulation.

### PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential responsibilities and functions of the job.

Unless reasonable accommodations can be made, while performing this job the staff member shall:

1. Use strength to lift items needed to perform the functions of the job.
2. Sit, stand and walk for required periods of time.
3. Speak and hear.
4. Use close vision, color vision, peripheral vision and depth perception along with the ability to focus vision.
5. Communicate effectively in English, using proper grammar and vocabulary. American Sign Language or Braille may also be considered as acceptable forms of communication.

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6. Reach with hands and arms and use hands and fingers to handle objects and operate tools, computers, and/or controls.

#### ENVIRONMENTAL DEMANDS:

The environmental demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive.

1. Exposure to a variety of childhood and adult diseases and illnesses.
2. Occasional exposure to a variety of weather conditions.
3. Exposure to heated/air conditioned and ventilated facilities.
4. Exposure to a building in which a variety of chemical substances are used for cleaning, instruction, and/or operation of equipment.
5. Function in a workplace that is usually moderately quiet but that can be noisy at times.

#### EVALUATION:

The Director or designee shall evaluate the Field Investigator in accordance with Policy No. 4220, Regulation No. 4220, this Job Description and such other criteria as shall be established by the Board of Education.

  
Approved

10/2/17  
Date