TITLE: **District Residency Investigator**

QUALIFICATIONS: A true interest in the operation of a school, and is willing to become involved in procedures, etc. that make for an efficient professional atmosphere.
Trustworthy and capable of maintaining confidential student and family information in a professional manner.
Maintain effective working relationships with students, parents, other employees, and the general public.
Minimum educational level of high school graduate, valid driver's license, and must have personal vehicle to use for investigations. Law Enforcement and/or private investigative experience preferred.

REPORTS TO: Superintendent or other designated Administrator

JOB GOAL: To effectively and efficiently carry out student residency investigations requested by school Administration.

PERFORMANCE RESPONSIBILITIES:

1. Receive, review, and discuss residency investigation requests with the Administration.
2. Communicate with District personnel and various outside agencies (to the extent permitted by law) to exchange information regarding students and families and to resolve issues or concerns.
3. Meet schedules and deadlines given by the Administration.
4. Safely and lawfully operate a personal vehicle to conduct surveillance activities and make home visits.
5. Accurately take, store and, share digital photography and video.
6. Conduct surveillance activity during early morning, evening, and weekend hours to properly complete residency investigations.
7. Conduct home visits when necessary and in accordance with district directives and/or guidelines.
8. Attend Board of Education meetings when necessary to present and/or discuss results of investigations.
9. Conduct thorough and impartial investigations into student residency matters, including but not limited to through the use of appropriate surveillance techniques, online research methods, and physical records review
10. Draft detailed investigative reports for the Administration.
11. Prepare for, attend, and truthfully testify at student residency hearings, as requested by the Administration.
12. Maintain accurate, confidential, and comprehensive records of all student residency investigations, communications, and supporting documentation, while at all times ensuring compliance with applicable State and federal school student records and privacy laws and regulations.
13. Perform other related or similar duties as assigned by the Superintendent, Principals, or other designated administrator.

TERMS OF EMPLOYMENT: Employment shall be at-will, meaning that employment may be terminated by the District or employee at any time for any reason at all.

EVALUATION: Performance may be evaluated by the Superintendent or designee in accordance with the Board of Education policy on evaluation of Educational Support Staff.