

**St. Tammany Parish School Board
Covington, Louisiana
Job Description**

TITLE: Child Welfare and Attendance Investigator (FLSA: Exempt)

MINIMUM QUALIFICATIONS:

1. U.S. citizen or authorized alien
2. High School Diploma or equivalent
3. Valid Louisiana Driver's license and reliable personal transportation
4. General knowledge of Microsoft Office suite
5. Law enforcement background preferred

REPORTS TO: Supervisor of Administration

JOB SUMMARY: The Child and Welfare Attendance Investigator will assist with ensuring compliance of district-mandated rules and regulations related to student enrollment.

ESSENTIAL JOB FUNCTIONS:

1. Confers and plans regularly with the Coordinator of Child Welfare and Attendance regarding residency and student wellness matters
2. Conducts needed residency verifications when requested by Child Welfare and Attendance office
3. Performs authenticity verifications of enrollment documents
4. Demonstrates excellent organizational, interpersonal, verbal, and written communication skills
5. Conducts home visits to verify student residency
6. Conducts shared housing and out-of-district residency verifications
7. Collects and reports data for residency verifications and enrollment documents
8. Completes tasks and reports and accurately documents information according to specified timelines and expectations
9. Promotes and supports a culture of inclusion, diversity, dignity, and fairness for all stakeholders
10. Maintains communication with immediate supervisor to report problems, concerns, and significant developments

ADDITIONAL DUTIES AND RESPONSIBILITIES:

1. Perform other job-related activities assigned by the appropriate supervisor or designee

PHYSICAL DEMANDS

1. Possess physical skills and stamina to perform job responsibilities
2. Possess physical ability to travel throughout the school district

TERMS OF EMPLOYMENT: 12 months per year, salary in accordance with current salary schedule

ACCOUNTABILITY: Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Support Services Personnel. Adheres to laws, Board Policies and Procedures, administrative rules, practices, and guidelines and applies all fairly, consistently, wisely, and compassionately.

The Superintendent reserves the right to review, revise, update or change the job and any/all duties due to change in job content, organizational structure, or state or federal laws.

Approved by: _____ Date: _____

Incumbent's Name (Please Print) _____ Employee Identification Number: _____

Reviewed and Agreed to by: _____ Date: _____

Original – Human Resources Department

Copy – Supervisor

Copy – Employee