

**TITLE:** SECRETARIAL PERSONNEL – Residency Officer

**REPORTS TO:** Superintendent of Schools

**TERMS:** AFTER or BEFOR HOURS

**QUALIFICATIONS:** Candidates will be considered for this position based upon their abilities and experience in the following areas: Computer skills, strong communication and interpersonal skills, ability to maintain confidentiality of records and information, organizational and office skills and knowledge of student enrollment requirements.

**PERFORMANCE RESPONSIBILITIES:**

1. Maintain a spreadsheet of all residency verifications with results. Submits to Superintendent on a monthly basis.
2. Conducts on-site residency verifications when necessary.
3. Conducts 10-15 weekly random residency verifications on a 12-month basis.
4. Assists in verifying information submitted for affidavit students.
5. Maintains telephone communication as needed with Cliffside Park Building Department regarding verifications.
6. Prepares weekly student registration/enrollment verification list.
7. Notifies families about the residency requirements and about consequences for falsifying residency through a variety of means while completing an investigation.
8. Conducts weekly spot-checks of key drop-off locations at all schools.
9. Completes all paperwork and reporting in a timely manner.
10. Pursues tips and conducts proactive investigations of students. Promptly and diligently investigates allegations.
11. Performs other related duties as may be assigned by the Superintendent.