



## Fremont Union High School District

### Position: Residency Officer

<b>Department/Site:</b>	District Office	<b>Range:</b>	110
<b>Reports to/ Evaluated by:</b>	District Office Administrator	<b>Work Year:</b>	225
		<b>Months:</b>	11

#### Summary of Basic Functions & Responsibilities

Under the supervision of the Manager of Enrollment & Residency, investigate and support the implementation and enforcement of District student residency requirements. Understands and works effectively with people of differing cultures.

#### Essential Duties & Responsibilities

Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.

- Coordinate residency verification issues with the Manager of Enrollment and Residency;
- Receive and review residency investigation requests;
- Compile information and maintain a variety of records and logs related to home visits and other assigned activities;
- Develop, maintain, and manage residency database systems;
- Develop formats and procedures for entering data in the residency database;
- Prepare all materials related to residency verification;
- Assist with the enrollment and registration processes at the District office;
- Develop procedures, protocols and prioritization for residency checks;
- Disseminate information on residence checks to residency team;
- Communicate with District personnel and various outside agencies to exchange information and resolve issues or concerns;
- Review documents for residency verification;
- Consult with school site personnel; and
- Other duties as assigned.

#### Qualifications

##### Knowledge and Skills:

- Learn and interpret specific rules, laws and policies as they apply to investigations, interviews, evidence and residency and apply them with good judgment;
- Learn District policy and procedures related to residency;
- Maintain current knowledge of State enrollment rules and regulations;
- Distribute and explain reports and correspondence related to student residency;
- Communicate effectively both orally and in written communications;
- Analyze situations accurately and adopt an effective course of action;
- Deal effectively with a wide variety of personalities and situations requiring diplomacy, friendliness, poise and firmness;
- Establish and maintain cooperative relationships with those contacted during the course of work;
- Devise or adapt procedures in response to changing organizational needs;
- Make clear and comprehensive reports and keep records;

- Analyze situations accurately and make decisions in procedural matters without immediate supervision;
- Meet schedules and timelines;
- Understand and carry out oral and written instructions;
- Drive a vehicle to make home visits and conduct work, sometimes requiring the use of own vehicle;
- Basic understanding and ability to take, store and manipulate digital photographs and video;
- Basic interviewing and advisement techniques;
- Interpersonal skills using tact, patience and courtesy;
- Correct oral and written usage of English and a designated second language;
- Diverse academic, socioeconomic, cultural and ethnic backgrounds of identified families;
- Record-keeping techniques;
- Skill on a variety of computer applications, including word processing, database, spreadsheet and communication software;
- English usage, spelling, grammar and punctuation;
- Ability to solve practical problems and deal with a variety of variables in situations where only limited standardization exists;
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

#### Physical Abilities:

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions;
- While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel objects, tools, or controls; and talk or hear.
- The employee frequently is required to reach with hands and arms, stand, walk and operate a vehicle. The employee is occasionally required to stoop, kneel, crouch, or crawl.
- The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and distance vision.
- Under some circumstances, further testing may be required to determine if an applicant is able to perform the essential duties with or without reasonable accommodation.

#### Education:

- Equivalent to A.A. degree or higher
- Computer and database skills
- Bilingual preferred

#### Licenses & Certificates:

- Requires a valid driver's license.
- Requires fingerprint clearance from the Department of Justice and Federal Bureau of Investigation.

#### Working Conditions:

- Work includes indoor and outdoor environment subject to potential physical hazards involved in investigative field work;
- Work involves exposure to inclement weather;
- Driving a vehicle to conduct work.