

FLEMINGTON-RARITAN REGIONAL SCHOOL DISTRICT

JOB DESCRIPTION

TITLE: COMPLIANCE OFFICER/INVESTIGATOR

REPORTS TO: Superintendent or Designee

SUPERVISES: Investigation of student residency, truancy & homelessness

JOB GOAL: To provide information to the school district leading to determining whether students are in compliance with district policy and regulation regarding residency, truancy, homelessness, and are properly enrolled.

QUALIFICATIONS:

1. Three years of experience that is directly related to the duties and responsibilities specified.
2. Demonstrated knowledge of admissions, enrollment, residency documents and student records for a school district.
3. Strong communication, interpersonal skills and writing skills.
4. Required criminal history background check and proof of U.S. citizenship or legal resident alien status and a complete physical examination.
5. Knowledge of student enrollment, residency, truancy and homelessness requirements (regulations/policy).
6. Knowledge of the rules, regulations, and laws regarding student records.
7. Ability to maintain confidentiality of records and information.
8. Ability to follow up, good with details, ability to deal with many enrollment issues concurrently.
9. Computer literacy as it pertains to residency records.
10. Valid NJ Driver's license.

PERFORMANCE RESPONSIBILITIES:

1. Pursues tips and conducts proactive investigations of students. Promptly and diligently investigates allegations, and keeps records in alignment with District Policy and Regulation 5111 – Eligibility of Resident/Non-Resident Pupils (M).
2. Meets with any newly enrolled students and parents/guardians that provide an affidavit of residency as well as any newly enrolled students and parents/guardians that require further residency investigation as identified by the principal, and as necessary to confirm eligibility. This is to be done either in person or on the phone.
3. Assists the district staff in enforcing the requirement for parents of every student to sign an annual legal affidavit at the start of every school year affirming legal residency in the district and to notify the district of any residency changes that take place during the school year.
4. Conducts spot-checks of key drop-off locations.
5. In all residency inquiries, requires families to produce proof of residency as identified in District Policy and Regulation 5111 – Eligibility of Resident/Non-Resident Pupils (M) through a combination of any of the following documents:
 - a. Property tax bills; deeds; contracts of sale; leases; mortgages; signed letters from landlords; and other evidence of property ownership, tenancy, or residency;
 - b. Voter registrations; licenses; permits; financial account information; utility bills; delivery receipts; and other evidence of personal attachment to a particular location;
 - c. Court orders; State agency agreements; and other evidence of court or agency placements or directives;

- d. Receipts; bills; cancelled checks; insurance claims or payments; and other evidence of expenditures demonstrating personal attachment to a particular location, or to support the student;
- e. Medical reports; counselor or social worker assessments; employment documents; unemployment claims; benefit statements; and other evidence of circumstances demonstrating family or economic hardship, or temporary residency;
- f. Affidavits, certifications and sworn attestations pertaining to statutory criteria for school attendance, from the parent, guardian, person keeping an "affidavit student," adult student, person(s) with whom a family is living, or others, as appropriate;
- g. Documents pertaining to military status and assignment; and
- h. Any other business record or document issued by a governmental entity.

Furthermore, the Board of Education may accept forms of documentation not listed above, and shall not exclude from consideration any documentation or information presented by an applicant.

6. Assists with the collection of all paperwork by responding to specific questions during the form completion process. Will follow up on missing forms until file is complete. Will act on all missing forms notices.
7. Performs other related duties as may be assigned by the Superintendent or Designee.
8. Upholds and enforces school rules, administrative regulations and Board policy pertaining to truant students, residency and potential homelessness cases.
9. Ensures the proper use and maintenance of school property and protects school property from misuse, damage or destruction.
10. Performs other duties within the scope of his/her employment and certification as may be assigned while conducting investigations and inquires in a professional manner.
11. Attendance in accordance with Board policy.

PHYSICAL ABILITY:

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:

- Use strength to lift items needed to perform the functions of the job.
- Remain stationary for required periods of time.
- Move from place to place, such as but not limited to, moving from floor to floor, room to room, and to multiple buildings.
- Speak and hear.
- Use close vision, color vision, peripheral vision, and depth perception along with the ability to focus vision.
- Communicate effectively in English, using proper grammar and vocabulary.
- Reach with hands and arms and use hands and fingers to handle objects and operate tools, computers, and/or controls.
- Requires frequent reaching, bending, twisting, climbing, squatting, balancing, stooping, pushing, pulling.
- Requires frequent use of technology, including but not limited to, key boarding, use of personal computer and/or tablet, and telephone.
- Requires frequent communication including but not limited to spoken word, written word, and including communication by telephone, electronic mail, and walkie talkie.

- Must be able to participate in emergency lockdown, lockout, and evacuation drills and actual emergency situations.
- Visual, auditory, physical dexterity, and mental ability to operate motor vehicles; to enter/exit motor vehicles; to load and unload heavy cargo in/out of motor vehicles.

ENVIRONMENTAL FACTORS:

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.

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

TERMS OF EMPLOYMENT:

- Non-Exempt
- Unaffiliated
- Non-Tenured
- Hourly
- Salary and work year to be determined by the Board.

EVALUATION: Performance of this job will be evaluated annually in accordance with NJ State law and the provisions of the board's policy on evaluations.

APPROVED BY: _____ Board of Education _____

INTRODUCED: 8/28/17 _____ **REVISED:** 10/30/17, 2/26/18