

STUDENT RESIDENCY VERIFIER

GENERAL RESPONSIBILITIES

Under the direction of the Office of Student Leadership, the position is responsible for verifying the legal residence of students whose domicile within the city is in question.

ESSENTIAL TASKS

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Pursue non-residency and false claims of residency on behalf of the school division.
- Review documents to determine the student's eligibility to attend schools in the division; verify proof of residency documents presented to the schools.
- Conduct home visits to verify the address designated as the student's primary residence.
- Conducts spot-checks at key drop-off locations to assist in determining the residency of students in question.
- Research residency information using available technological means.
- Work collaboratively with staff, school personnel, and others for the purpose of gathering information regarding verification of residency.
- Review shared housing forms and follows-up on required information.
- Interpret school division policies and regulations regarding residency requirements to parents.
- Maintain files and records regarding residency inquiries; ensure the availability of documentation and compliance with established guidelines.
- Perform related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

General knowledge of school board policies and regulations related to shared housing, out of zones, housing contracts and custody as it impacts student's residency in Virginia Beach. Knowledge of personal computers and software packages. Ability to understand and follow oral and written instructions; ability to recognize and identify activities or situations which have or may become a problem or emergency requiring immediate attention; ability to think and act quickly, effectively and responsibly when working with students, parents, and resource agencies; ability to establish and maintain effective working relationships with associates, students, parents, teachers, and administrators. Ability to use a computer to enter, retrieve, and update information. Must possess excellent integrity and demonstrate good moral character and work initiative.

EDUCATION AND EXPERIENCE

High School Diploma or GED; experience directly related to the essential tasks, preferred.

A comparable amount of training and experience may be substituted for the minimum qualifications.

PHYSICAL REQUIREMENTS

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact as normally defined by the ability to see, read, talk, hear and handle or feel objects. Able to use and operate office related equipment. No significant standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, handling, pushing and pulling.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

SPECIAL REQUIREMENTS

- Possession of a valid Virginia Driver's License in order to conduct home visits.
- Position requires travel to homes, offices, and schools through the city.
- Must be able to work flexible hours.