

**Rich Township High School District 227
Position Description**

Job Title: Residency Officer (Police Liaison)

Reports To: Designated Administrator

Terms of Employment: Ten month employee, part-time*
Hourly salary as established by the Agreement

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

1. Must be a registered State of Illinois Police Officer.
2. Ability to cooperate with administrators, faculty, staff, parents, and students.
3. Evidence of good judgment, trustworthiness, flexibility and emotion maturity.
4. Active full time police officer or retired in good standing.
5. Previous experience in a school environment preferred.

*No individual shall work more than 500 hours as a part-time Police Liaison Officer for School District 227 in any fiscal year period (July 1 – June 30). If an individual is hired as a Police Liaison Officer during the school term, he or she shall not work more than 500 hours in such position during the next 12 months following the individual’s initial date of hire.

JOB GOALS

The officer in charge will ensure student residency

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

1. Implement Rich Township High School District 227 policies and procedures regarding residency verification. Interpret policies and procedures and advise parents, agencies, and school personnel regarding residency.
2. Verify student residency using methods to include but not limited to surveillance, computer programs, paperwork review and any other methods applicable
3. Make home visits to verify residency as needed.
4. Consult and work collaboratively with other pupil personnel staff members.
5. Maintain accurate records and data regarding residency issues.
6. Follow up on special cases of absenteeism and truancy
7. Attend court when necessary, testifying on behalf of the school district cases involving attendance and/or enrollment eligibility
8. Prepare monthly reports to be submitted to the designated administrator on residency
9. Prepare weekly logs of residency activity to be submitted to the District Office.

PHYSICAL REQUIREMENTS

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 frequently required to stoop, reach, stand, walk, lift, pull, push, grasp, talk, hear, see, and use repetitive motions, while performing the duties of this job, the employee may frequently lift and/or move up to 75 pounds or more. Specific vision abilities required

by this job include close vision such as to read handwritten or typed material, and the ability to adjust focus. The position requires the individual to meet multiple demands from several people and interact with the public and other staff.

PREPARED DATE: September 2013