

**RUMSON SCHOOL DISTRICT**  
**Rumson, New Jersey**

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**TITLE: RESIDENCY OFFICER**

**QUALIFICATIONS:**

1. Computer Skills - Microsoft Office
2. Demonstrated organizational, communication, and interpersonal skills

**REPORTS TO:** Superintendent

**JOB GOAL:** To provide assistance to the Administration in verifying residency records.

**PERFORMANCE RESPONSIBILITIES:**

1. Conduct on-site residency verification during appropriate hours to be scheduled by the administration, and submits reports of findings.
2. Attend court, when necessary, testifying on behalf of the school district cases involving enrollment eligibility.
3. Performs other duties which may be considered related to residency at the request of the administration.

**TERMS OF EMPLOYMENT:** Hourly

**ANNUAL EVALUATION:** Performance of this position will be evaluated annually in accordance with state law and the provisions of the Board's Policy on Evaluation of Professional Staff.

**Adopted:** January 25, 2017