

## **BURBANK UNIFIED SCHOOL DISTRICT**

**CLASS TITLE: PUPIL RESIDENCY VERIFICATION WORKER**

**BASIC FUNCTION:**

Under the direction of the Director of Pupil Services, plan, schedule and perform a wide variety of duties related to the verification of residence for students enrolled in the Burbank Unified School District or seeking enrollment in the District.

**REPRESENTATIVE DUTIES:**

Represent the District and provide information to parents, guardians and students in the District and seeking to enroll in the District with regard to residence verification.

Conduct visits to student residences to verify legal residency as directed by the assigned supervisor or as requested by the school site.

Provide information regarding student residency to the Pupil Services Department as required.

Maintain a variety of files and records in accordance with District procedures, State and local rules and regulations.

Attend workshops and training pertaining to legal requirements for residency and potentially confrontational and threatening situations.

Prepare required reports after each residency verification visitation as requested by assigned supervisor and department.

Work with pupil services workers and clerical staff on follow-up of cases.

Perform clerical assignments such as filing, copying and collating within the Pupil Services Office.

Perform related duties as assigned.

## KNOWLEDGE AND ABILITIES

### KNOWLEDGE:

Applicable District policies, regulations and objectives.  
Applicable sections of the State Education Code and other applicable laws.  
Modern office-keeping procedures and practices.  
Record keeping techniques.  
Oral and written communication skills  
Telephone techniques and etiquette  
Correct English usage, grammar, spelling, punctuation and vocabulary  
Interpersonal skills using tact, patience and courtesy

### ABILITY TO:

Work independently with little direction  
Analyze situations accurately and adopt an effective course of action.  
Communicate effectively both orally and in writing  
Exercise mature judgement and sensitivity to the needs of students' and parents' ethnic cultural, educational and economic backgrounds.  
Deal with potentially confrontational and threatening situations.  
Compile, prepare and maintain records, files and reports  
Learn applicable policies, rules, regulations and apply them within the assigned scope of authority.  
Work confidentially with discretion  
Understand and follow written and oral directions

### EDUCATION AND EXPERIENCE:

High school graduation; experience working in a variety of social and cultural settings highly desirable.

### LICENSES AND OTHER REQUIREMENTS:

Possession of a valid California drivers' license is required.

### WORKING CONDITIONS:

Travel throughout the District to student's homes and school sites; office environment.