

Name: _____ EIN _____

Last name
(Please Print)

First Name



Job Description

Job Title: School Attorney/General Counsel

Wage/Hour Status: Exempt

Department/School: Office of the Superintendent

Pay Grade: AD 10

Reports to: Superintendent

HR Date Approved: March 2008

SUMMARY:

Provides in-house legal services to the Board of Trustees, the Superintendent of Schools, and the district (in collaboration with the district's outside legal counsel, when necessary).

BASIC DUTIES AND RESPONSIBILITIES:

The essential functions, pursuant to the Americans with Disabilities Act, may include the characteristic duties and responsibilities noted herein, however, this list represents examples only, and is not a comprehensive listing of all functions and tasks performed by positions found in this job description.

- Maintain a commitment to the district mission; model district expectations through personal leadership and example; and actively support the efforts of others to achieve district goals.
- Utilize effective communication and collaboration skills between and among various areas of the organization to maximize service delivery, program development, and customer satisfaction in assigned area of responsibility; demonstrate effective interpersonal skills in relating to staff, the Board of Trustees, and community members.
- Provide leadership to develop, implement, monitor, and improve policies, programs, and activities designed to accomplish the mission of the district in assigned area of responsibility.
- Recommend, hire, orient, train, and evaluate department employees directly or indirectly through supervisory staff; implement and monitor effective human resource practices.
- Provide management oversight for all functions of assigned department including operational, financial, and personnel activities.
- Define program needs to be addressed through facility and budget planning; develop annual operating budget recommendations for assigned units and functions that are aligned with district goals and documented program needs; demonstrate responsible fiscal control over assigned program budgets.
- Ensure that departmental activities are coordinated with other district offices and administrators; represent the department as may be required in meetings and other outside activities.
- Maintain a current knowledge of state and federal laws, decisions, policies and other legal information pertaining to school issues and conduct legal inservice to the Board of Trustees and district employees.
- Ensure legal services programs and regulations support the curricular focus of the district.
- Render services, as directed by the Superintendent, for the district including accepting services of process citations served on the district and the Board of Trustees.
- Advise the Superintendent, Board of Trustees, department heads, administrators, and other staff on legal issues including personnel and student issues.
- Represent the district, the Board of Trustees, and/or administrators before the EEOC, the Commission on Human Rights, the Texas Education Agency, State Board for Educator Certification, other administrative and regulatory agencies, and independent hearing examiners.

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- Draft legal documents, rules and regulations, resolutions, applications of diverse types, interlocal agreements, and all other legal or quasi-legal types of papers.
- Assist in the writing, review and revision of board and district policies.
- Oversee District elections.
- Advise district level 504 Committees.
- Participate in administrative hearings including employee complaints and termination grievances.
- Assist and advise the Assistant Superintendent of Human Resources with personnel issues including the review of documentation for the non-renewal and/or termination of contracts.
- Review and advise administration on personnel benefits claims (i.e., workers' compensation, unemployment insurance, payroll issues, etc.)
- Train investigators and monitor investigations related to harassment and other employee and/or student issues and make appropriate recommendations to the Superintendent.
- Review the Student Code of Conduct, student handbook, employee handbook and other district documents.
- Provide legal assistance in the compilation, maintenance and filing of all physical and computerized reports, records and other documents required by relation, policy and/or law.
- Coordinate legal services provided by outside law firms, including administering contracts and reviewing billings.
- Assist in negotiating and drafting contracts for the acquisition of real and personal property, and the employment of architects, contract management firms, contractors, and other entities.
- Review and advise administration on legislation introduced in the Texas State Legislature and interpret the impact of such legislation on the interests of the district.
- Coordinate requests under the Texas Public Information Act and provide advice regarding district documents.
- Monitor Board of Trustees compliance with the Texas Open Meetings Act.
- Attend board meetings and other meetings to provide legal counsel, as directed by the Superintendent.
- Request advice from governmental agencies and regulatory bodies as needed.
- Create a comprehensive plan for professional development of self and assigned staff; ensure that professional development activities are aligned with district goals and initiatives.
- Comply with the Professional Code of Ethics and Standard Practices for Texas Educators.
- Perform other related duties as assigned.

SUPERVISORY RESPONSIBILITIES:

- Supervise and evaluate the performance of assigned staff.

SKILLS AND KNOWLEDGE:

- Knowledge of federal, state, and local laws and regulation relating to public education, employment, contracts and real estate transactions.
- Knowledge of Texas Public Information Act, IDEA, Section 504, Civil Rights and FERPA
- Knowledge of Education Code and labor laws
- Knowledge of Texas Administrative Code and Texas Government Code
- Demonstrated ability to prepare and represent the district in administrative hearings
- Skill in legal research and litigation
- Skill in representing the district in negotiations with vendors, contractors and other entities.
- Skill in writing and interpreting laws, policies, and procedures
- Ability to provide counsel, assistance and training to staff

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- Ability to establish and maintain effective relationships with citizens, advisory groups and boards and district staff
 - Excellent oral and written communication skills as well as excellent interpersonal skills
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QUALIFICATIONS:

Education/Certification:

- Doctor of Jurisprudence degree from an accredited law school
- Licensed to practice law in the State of Texas

Experience:

- Three (3) years successful experience in the public or private practice of law dealing with legal issues of local, state, and federal government or public school law.
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MENTAL/PHYSICAL/ENVIRONMENTAL DEMANDS:

- Maintain emotional control under stress
 - Occasional prolonged and irregular hours
 - Occasional district-wide and statewide travel
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INTENT AND ACKNOWLEDGEMENT:

This description is intended to indicate the kinds of tasks and levels of work difficulty required of positions given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or any way modify the right of any supervisor to assign, direct and control the work of employees under supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

Employee: _____ **Date:** _____

Supervisor: _____ **Date:** _____
