

JOB DESCRIPTION

TITLE SCHOOL BOARD ATTORNEY/DISTRICT GENERAL COUNSEL

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

Education/ Experience	Juris Doctorate or equivalent and more than 10 years related experience and/or training, or equivalent combination of additional education and experience. Knowledge of Microsoft Word word processing software; Microsoft Excel spreadsheet software and other software typically used in a law firm (e.g., e-mail, internet, WestLaw, etc.).
Language Skills	Ability to read, analyze, and interpret the most complex documents. Ability to respond effectively to the most sensitive inquiries or complaints. Ability to write speeches and articles using original or innovative techniques or style. Ability to make effective and persuasive speeches and presentations on controversial or complex topics to top management.
Mathematical Skills	Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
Certificate/License	Member in good standing with the Florida Bar Admitted to practice before state and federal courts in Florida (if not admitted, application will be made no greater than sixty-days from hire date) Valid certificate from the Florida Supreme Court Florida certification in city, county and local government is preferred Minimum of five years of experience in school law including, but not limited to, Exceptional Student Education (ESE), Labor Relations and other human resource issues, student services issues including enrollments and student discipline, construction, finance, etc.
Reasoning Ability	Ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems. Ability to deal with nonverbal symbolism (formulas, scientific equations, graphs, etc.) in its most difficult phases. Ability to deal with a variety of abstract and concrete variables.
Physical Demands	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 required to sit, talk and hear; stand and walk; use hands to finger, handle, or feel; reach with hands and arms. The employee occasionally lifts and/or moves up to 10 pounds. Specific vision ability required by this job includes close vision, distance vision, and the ability to adjust focus. The employee shall remain free of any alcohol or non-prescribed controlled substance in the workplace throughout his/her employment by the District.

Work Environment The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually quiet.

REPORTS TO Superintendent of Schools

GENERAL RESPONSIBILITIES

Provides direct, full-time professional legal counsel and representation for the Superintendent, the staff, and the School Board on school district matters in order to promote and protect the interests of the school district.

SPECIFIC RESPONSIBILITIES

1. Prepares and conducts litigation and administrative law hearings as directed by the Superintendent and as authorized by the Board, including, but not limited to the preparation of all pleadings in trial and appellate briefs, negotiation between parties and the conduct of trials and hearings at the level of original jurisdiction or on appeal, and all of the court or hearing appearances in order to represent most effectively the interests of the school district as those interests are interpreted by the Superintendent.
2. Prepares and renders legal opinions upon request of the Superintendent, the staff and the School Board (or any member thereof as provided by policy or procedure).
3. Attends and provides legal advice at all meetings of the Board and such other meetings as the Superintendent may direct.
4. Prepares all documents incident to the noticing, calling and conducting of official school district business.
5. Provides legal assistance in the drafting of legal documents, policies, rules and regulations, resolutions, applications, and all other legal or quasi legal papers upon request.
6. Provides legal assistance in the drafting of state legislation proposed by the school district for presentation to the state legislature. Maintains a current file of all legislations introduced in the state legislature and interprets the impact of such legislation on the

interests of the school district.

7. Maintains files and supervises periodic revisions of policies and rules and regulations, promulgated by the School Board or the Superintendent.
8. Serves as parliamentarian at School Board meetings.
9. Coordinates and outsources legal services as needed at the direction of the Superintendent and the School Board.
10. Prepares and renders oral and/or written legal opinions upon request to the School Board, Superintendent, and authorized staff.
11. Advises the School Board in all matters of legal or technical nature relating to the interpretation of statutes, charters, ordinances, contracts, and regulations.
12. Prepares or approves as to form all contracts entered into on behalf of the School Board and/or school district.
13. Collaborates or cooperates with outside legal counsel in various legal matters.
14. Efficiently and professionally manages the District's legal department and staff.
15. Conducts research, interviews and prepares witnesses, and handles other details in preparation for trial.
16. Prepares legal briefs, develops strategy, arguments and testimony in preparation for presentation of cases.
17. Represents the school district and staff in court, and before quasi-judicial or administrative agencies of government.
18. Confers with colleagues with specialty in area of lawsuit to establish and verify basis for legal proceedings.
19. Performs other duties as assigned.