



JOB TITLE	DEPARTMENT	REPORTS TO
Assistant General Counsel	Legal Services	General Counsel

Position No: 72020	Length of Work Year: 12 Months
Salary Schedule: AD03	Date Approved: 5/14/13
FSLA: Exempt	Date Revised: 11/18/21

JOB GOAL
To assist the General Counsel in providing full-time professional legal representation and counsel to the Superintendent and District staff on legal and policy issues affecting the District.

MINIMUM QUALIFICATIONS
<ol style="list-style-type: none"> 1. Member of the Florida Bar in good standing and authorized to practice law in the State of Florida. 2. A minimum of five (5) years legal experience. 3. Florida Bar Board Certified in Education Law or City, County and Local Government Law preferred.

KNOWLEDGE SKILLS AND ABILITIES
<ol style="list-style-type: none"> 1. Demonstrated skill in administrative hearings, general litigation, and appellate procedures. 2. Knowledge of federal and state K-12 public school law. 3. Knowledge of federal and state law related to public employee labor issues, public employee bargaining, public employee discipline, and school personnel. 4. Knowledge of federal and state law related to exceptional student education. 5. Demonstrated skills in human interaction and conflict management. 6. Ability to plan, organize and prioritize resources. 7. Ability to analyze, interpret, and use data in decision making. 8. Demonstrated ability to effectively communicate verbally and in writing with a variety of audiences. 9. Ability to interpret policy and law.

DUTIES AND RESPONSIBILITIES
<ol style="list-style-type: none"> 1. Advise the Superintendent and District staff as directed by the General Counsel in matters of a legal or technical nature relating to the interpretation or application of statutes, charters, ordinances, contracts, and federal and state regulations. 2. Prepare and render legal opinions at the General Counsel's direction. 3. Provide legal assistance in the review and drafting of contracts and other legal documents, rules, regulations, resolutions, applications, and all other legal documents. 4. Assist in the drafting of proposed legislation. 5. Attend School Board meetings as required. 6. Assist in providing informal preventative legal counseling to senior administrative staff. 7. Assist in the preparation of materials and implementation of staff development in relevant legal areas as requested. 8. Represent the District in litigation brought by or against the School Board as directed by the General Counsel.

9. Perform other duties as assigned by the General Counsel.

PHYSICAL DEMAND CLASS:

Light (L) - Frequent lifting and carrying of objects weighing 10 pounds or less. Infrequent lifting and carrying of objects weighing 11-35 pounds. Frequent walking and/or standing is required to carry out duties.