



JOB TITLE	DEPARTMENT	REPORTS TO
General Counsel	Legal Services	Superintendent

<b>Position No:</b> 72004	<b>Length of Work Year:</b> 12 Months
<b>Salary Schedule:</b> AD08	<b>Date Approved:</b> 5/14/13
<b>FSLA:</b> Exempt	<b>Date Revised:</b> 9/20/21

JOB GOAL
To provide full-time professional legal representation and counsel to the Superintendent and District staff on legal and policy issues affecting the District.

MINIMUM QUALIFICATIONS
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1. Member of the Florida Bar in good standing and authorized to practice law in the State of Florida.
2. Minimum of ten (10) years legal experience.
3. Florida Bar Board Certification in Education Law or City, County and Local Government Law preferred.

KNOWLEDGE, SKILLS AND ABILITIES
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1. Demonstrated skill in governmental and administrative law.
2. Knowledge of federal and state K-12 public school law.
3. Successful experience in supervising and managing a law office.
4. Basic knowledge of federal and state law related to public employee labor issues, public employee bargaining, and school personnel.
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
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1. Advise the Superintendent and District staff as directed by the Superintendent 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 upon request to the Superintendent and staff.
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 legislative proposals proposed by the District for presentation to the State legislature.
5. Attend meetings of the Board as required.
6. Maintain thorough and current knowledge of federal and state laws, rules and labor relations case law concerned with collective bargaining and employee relations.
7. Develop and implement administrative staff development in relevant legal areas as requested.
8. Serve as a source for informal, preventative legal counseling for administrative staff.
9. Periodically review Board policies and administrative processes and advise the Superintendent on matters that need attention.
10. Respond to inquiries from parents, the media, and the community regarding specific problems, disputes, and community issues as requested by the Superintendent or staff.

11. Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment action.
12. Prepare or oversee the preparation of all required reports and maintain appropriate records.
13. Provide leadership and direction for the assigned area(s) of responsibility.
14. Represent the District in federal and state court litigation as directed by the Superintendent and represent the Superintendent in administrative proceedings as directed by the Superintendent.
15. Provide legal assistance for Charter School matters.
16. Assist in employee investigations and matters related to employee discipline.
17. Supervise Associate Attorney of Legal Services
18. Perform other duties/tasks consistent with the goals and objectives of this position.

**PHYSICAL DEMAND CLASS:**

Sedentary Light: (SL) - Occasional lifting and carrying of objects weighing 0 pounds or less. Infrequent lifting and carrying of objects weighing 11-20 pounds. Occasional walking and/or standing may be required.