
Position:	General Counsel	FLSA:	Exempt
Department/Site:	District Office	Salary Grade:	Contracted
Reports to/Evaluated by:	Superintendent	Salary Schedule:	Administrative Management

SUMMARY

Under the direction of the Superintendent, plan, organize, control and provide direct professional legal counsel and representation for the staff and the Governing Board on district matters as General Counsel; prepare and render legal opinions concerning District legal powers, functions, jurisdiction and procedures.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Conduct research and analyze data to provide and coordinate recommendations to instruct administrators concerning legal issues, board policies, administrative regulations, bargaining, Education Code, Brown Act, Fair Political Practices, Government Code, and other state and federal laws and regulations.
- Compile information and prepare and maintain a variety of narrative and statistical reports, files related to general education legal documents, programs, requirements, litigation and legislation, records, and files related to assigned activities and personnel.
- Attend and provide legal advice at meetings of the Governing Board and such other meetings as requested by the Superintendent, Deputy Superintendent, or designee.
- Provide legal assistance in the drafting of legal documents, rules and regulations, resolutions, applications of diverse kinds, and other legal or quasi-legal papers upon request.
- Maintain files on policy action of the Governing Board and supervise revision of the Board Policies.
- Provide technical expertise, information and assistance to the Governing Board, Superintendent, Deputy Superintendent, and Superintendent’s Cabinet regarding assigned functions; assist in the formulation and development of policies, procedures and programs; advise the Governing Board, Superintendent, Deputy Superintendent, and Superintendent’s Cabinet of unusual trends or problems and recommend appropriate corrective action.
- Coordinate and conduct in-service training and professional development pertaining to general legal issues, new legislation, laws, rules, regulations, and court decisions to district staff as assigned.
- Manage receipt and processing of subpoenas and summons’.
- Serve as the district’s Filing Official/Officer for Fair Political Practice Commission filings. Monitor and maintain the list of the district’s designated filers of the Form 700, “Statement of Economic Interest” and maintain the district’s Conflict of Interest Code.

- Manage responses to Public Records Act requests for public information.
- Attend workshops, trainings, conferences, and study legal journals and publications to remain current with the latest revisions to laws and regulations.
- Respond to inquiries, accept and investigate claims, and provide recommendations and technical assistance regarding program-related Board policies, state and federal legal compliance, current and potential cases, appeals, and related codes, rules, and regulations pertaining to special education under the Individuals with Disabilities Education Improvement Act (IDEA) and Section 504 of the Rehabilitation Act of 1973.
- Research, assemble, review, and analyze facts, documents, and legislation. Determine and provide recommendations concerning appropriate legal actions; interpret and apply federal and state laws and regulations, administrative codes and Board policies to provide advice and consultation regarding litigation strategies pertaining to special education under the IDEA and Section 504.
- Draft, review, analyze, and modify legal opinions, memoranda, correspondence, contracts, court documents, resolutions, notices, agreements, briefs, orders, pleadings, policies, and a variety of other legal documents; contract appropriate personnel to verify and assure accuracy of information; and review a variety of documents to ensure legality of District actions.
- Serve as the district liaison between outside legal counsel and district departments, and local, regional, state, and federal agencies as assigned.
- Maintain confidentiality of sensitive and privileged information.
- Perform other related duties as assigned.

QUALIFICATIONS

Knowledge and Skills: Requires knowledge of California judicial procedures, computerized case management system(s), and investigation techniques and procedures. Requires legal management practices, such as discovery, document production, depositions, briefing and trial procedures. Requires technical aspects of field of specialty. Requires applicable sections of the State Education Code, other laws, rules and regulations related to assigned activities. Requires knowledge of District organization, operations, policies, procedures, and objectives. Requires research methods, report writing techniques, and effective oral and written communication skills. Requires principles and practices of management, supervision, training, and evaluation approaches, strategies, and techniques. Requires sufficient skills to operate a computer, related software, scanners, and standard office equipment. Requires interpersonal skills using tact, patience, courtesy, and professionalism. Requires following health and safety regulations.

Abilities: Requires the ability to understand, analyze and interpret board policies, regulations, and state and federal laws and regulations. Requires the ability to manage multiple priorities simultaneously with highly developed organizational skills and attention to detail. Requires the ability to research, analyze, compile, verify data, and prepare reports. Requires the ability to exercise analytical and independent judgment. Requires the ability to analyze situations accurately and adopt an effective course of action. Requires the ability to plan, and to organize work to meet schedules and deadlines. Requires the ability to work confidentially with discretion, and complete work with many interruptions. Requires the ability to communicate effectively, both orally and in writing. Requires the ability to establish and maintain

effective working relationships with district office administrators, site administrators, staff, and the public. Requires the ability to train and supervise the performance of assigned staff. Requires the ability to prepare and deliver presentations and trainings. Requires the ability to compose correspondence and written materials independently. Requires the ability to lift light objects according to safety regulations. Requires the ability to meet state and District standards of professional conduct as outlined in board policy.

Physical Abilities: Requires ambulatory ability to move to different offices and locations. Requires sufficient visual acuity to recognize words and numbers. Requires speech and auditory abilities to carry on conversations in large audience, personal, and phone conversations.

Education and Experience: Any combination equivalent to a Bachelor's Degree and graduation from an accredited school of law and three (3) years of varied legal experience including work with legal research and drafting of legal documents pertaining to California Education Code and Special Education law.

Licenses and Certificates: Requires the successful passage of the California State Bar Exam and member in the California Bar Association. Requires a valid California driver's license.