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

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**SUMMARY**

Under the direction of the Superintendent, manage, oversee, coordinate, and provide professional legal counsel and representation for the District, the Governing Board, and auxiliary organizations; provide professional legal counsel and representation to auxiliary organizations of the District as directed; conduct legal research and analysis, and prepare legal documents and render legal opinions concerning District legal powers, functions, jurisdiction, procedures, and other legal matters.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Manage, oversee, coordinate, and provide legal services and advice for legal matters and proceedings concerning District operations, activities, administrators, personnel, and students; respond to inquiries and provide recommendations and legal services regarding policy, personnel actions, legal compliance, specific or potential cases, appeals, and related laws, codes, rules, and regulations.
- Manage and supervise other attorney(s) and support staff; conduct performance evaluations and provide guidance and direction to other attorney(s) and support staff; oversee and review budget for legal department.
- Conduct research and analysis and provide legal advice to District administrators concerning legal issues, board policies, administrative regulations, bargaining, Education Code, Brown Act, Public Records Act, Fair Political Practices, Government Code, and other state and federal laws and regulations.
- Advise and assist District office and site administrators in responses to complaints under the District’s complaint procedures; review and revise responses to complaints; prepare and assist in preparation of investigation reports and decisions; prepare template forms and guidance for staff use.
- Manage and oversee legal records and electronic storage of legal records and emails, and coordinate destruction thereof; coordinate with appropriate District staff to ensure safe and secured recordkeeping of legal records.
- 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 advice regarding compliance with Brown Act, board meeting conduct, board vacancy and appointment, and other legal requirements for Governing Board meetings and agendas; prepare board agenda items and other related documents in coordination with Superintendent and District administrators.

- Draft legal documents, resolutions, template forms and documents for use by District staff, applications of diverse kinds, and other legal or quasi-legal papers upon request.
- Maintain board policies and administrative regulations and records related thereto; supervise revision of and updates to board policies and administrative regulations; work with Superintendent and other District staff to revise and update board policies and administrative regulations.
- Provide legal 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 and procedures for educational programs and activities; advise the Governing Board, Superintendent, Deputy Superintendent, and Superintendent’s Cabinet of developing legal trends or problems and recommend appropriate 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; prepare workshop and training materials.
- Manage receipt and processing of subpoenas and summons; oversee and prepare records and responses to subpoenas; work with District administrator to obtain legal representation for litigation matters; assist District administrators to tender defense and indemnity to insurance carriers; provide support and advice to District staff during court appearance and testimonies, or depositions.
- Serve as the District’s Filing Official/Officer for the filing of Statement of Economic Interests (Form 700); 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 and prepare updates thereto as legally required.
- Manage and prepare responses to Public Records Act requests for public records; provide legal advice to and assist District administrators regarding public records and compliance with Public Records Act; oversee and review records for production in response to public records requests.
- Comply with applicable legal and ethical requirements governing attorneys, including but not limited to, the California State Bar Rules of Professional Conduct and federal and state requirements regarding confidentiality; maintain confidentiality of sensitive and privileged information and records; remain current with professional responsibility rules applicable to attorneys.
- Attend workshops, trainings, and conferences and study legal journals and publications to remain current with the latest revisions to laws and regulations; provide legislative and case law updates to District concerning changes affecting educational operations and related policies, regulations, procedures, and requirements; provide recommendations concerning compliance with the law.
- Respond to inquiries, accept, and investigate claims; provide recommendations and legal assistance to District administrators regarding state and federal legal compliance, current and potential litigation and administrative proceedings, including complaints and proceedings 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 as well as other areas of law.

- Draft, review, and analyze legal opinions, memoranda, correspondence, contracts, court documents, resolutions, notices, pleadings, and other legal documents; communicate with appropriate personnel to verify and assure accuracy of information; and review a variety of documents to ensure legality of District actions.
- Provide legal services and advice to auxiliary organizations of the District at the direction of the Superintendent or designee, including the Center for Advanced Research and Technology and Clovis Online School.
- Serve as the District liaison between outside legal counsel and District departments, and with local, regional, state, and federal agencies as assigned; assist the Governing Board and Superintendent to retain outside legal representation and services; coordinate and communicate with outside legal counsel in the provision of legal services and advice to the District; review and make recommendations regarding legal services contracts; review legal billings received from outside legal counsel.
- Maintain confidentiality of sensitive and privileged information and records.
- 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 knowledge of legal management practices, such as discovery, document production, depositions, briefing and trial procedures. Requires knowledge of sections of the State Education Code, other laws, rules, and regulations applicable to school districts. Requires knowledge of school district organization, operations, policies, procedures, and objectives. Requires solid research methods, quality 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, administrative regulations, and state and federal laws and regulations. Requires the ability to manage multiple priorities and tasks simultaneously with highly developed organizational skills and attention to detail and with interruptions. Requires the ability to research, analyze, compile, verify data, and prepare reports and other documents. 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 training. 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:** Juris Doctorate from a law school accredited by the State Bar of California or approved by the American Bar Association and varied legal experience, preferably at least five years representing school districts in California and knowledgeable regarding the California Education Code, the Brown Act, the Public Records Act, and other laws applicable to school districts.

**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.