

# CARLSTADT-EAST RUTHERFORD REGIONAL BOARD OF EDUCATION

## Job Description

### CENTRAL OFFICE ADMINISTRATION

### Administrative Regulations

TITLE: ATTORNEY

QUALIFICATIONS:

1. License to practice law in New Jersey
2. Minimum experience as a school attorney as determined by the board
3. Demonstrated broad knowledge of school law and public sector collective bargaining law
4. Knowledge of contract, criminal, real estate, administrative and civil rights laws
5. Personal and professional integrity; strong oral and written communication skills

REPORTS TO: Board of Education and Superintendent

SUPERVISES: Every district employee

JOB GOAL: To provide direct professional legal counsel and representation for the board of education, superintendent and staff on school matters.

PERFORMANCE RESPONSIBILITIES:

1. Attends and provides legal advice at meetings of the board as required.
2. Prepares and renders oral and/or written legal opinions upon request to the superintendent, staff and the board.
3. 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.
4. Advises the board in all matters of a legal or technical nature relating to the interpretation of statutes, charters, ordinances, and contracts.
5. Advises the board in all staff contract negotiations.
6. Prepares or reviews all invitations to bid, job specifications, and legal contracts.

7. Serves as legal representative of the board, its members, and/or staff in any judicial or administrative proceedings, at the direction of the board.
8. Maintains copies of deeds, records, other official and appropriate documents relative to the physical properties under the jurisdiction of the board of education.
9. Advises board on the sale, lease or other disposition of excess physical property.
10. Monitors and reviews changes in public school law and advises the board and the superintendent regarding legislative changes and necessary board and/or administrative action.
11. Provides periodic updates on administrative practice and board policy, including the review of important commissioner and court decisions and attorney general's opinions.
12. Reviews pending board policy prior to formal adoption.
13. Prepares resolutions, deeds, leases, conveyances, bonds, obligations and other legal instruments relating to the business of the board, and prepares correspondence that may be necessary or as may be requested by the board.
14. Performs other duties consistent with competence in the field of law as the board or superintendent may require.

TERMS OF  
EMPLOYMENT:

Appointed annually to serve at the pleasure of the board. Compensation to be determined by the board.

EVALUATION:

Performance of this job will be evaluated in accordance with the board's policy on evaluation of the attorney.

APPROVED BY: Board of Education DATE: 3/10/10

REVISED: \_\_\_\_\_

EMPLOYEE SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

Legal References:

N.J.S.A. 18A:16-6 Indemnity of officers and employees against civil actions

Koribanics v. Clifton Bd. of Ed., 48 1 (1966)

Perella v. Jersey City Bd. of Ed., 51 323 (1968)

Taylor v. Hoboken Bd. of Ed., 187 N.J. Super 546 (app. Div. 1983)