

GENERAL COUNSEL

Human Resources Department



Purpose:

The General Counsel provides the District with expert day-to-day legal advice and services, providing legal guidance to District administrators and the School Board, and representing the District in various legal proceedings.

Reports to: Chief Human Resource Officer

Nature & Scope:

The General Counsel works independently, performing work of a regular and recurring nature under general supervision. The nature of the work requires adherence to statutes, policies, procedures and legal standards. The work requires regular independent judgment and the ability to independently prioritize and organize work. The incumbent interfaces with Board members, District and school administrators, staff, parents, patrons, litigants and their counsel, and outside entities including the courts, police, and other agencies involved in justice.

Essential Job Functions:

1. Conducts oneself in the best interest of students, in accordance with the highest traditions of public education and in support of the District's mission.
2. Provides guidance and services to the District in various areas of law, including labor and employment, employee discipline, civil rights, and litigation. Provides technical legal expertise, counsel and assistance to the Superintendent, School Board, and executive team.
3. Oversees the preparation for litigation and administrative law hearings, including the preparation of pleadings, trial and appellate briefs, negotiations between parties, the conduct of trials and hearings at the level of original jurisdiction or on appeal, and other court or hearing appearances to represent most effectively the interests of the District. Represents the District accordingly.
4. Prepares and/or reviews various legal and quasi-legal documents, including agreements, contracts, policies, resolutions, rules and regulations.
5. Represents the District in various legal proceedings, including investigations, negotiations, arbitration and mediation.
6. Oversees District response to legal proceedings, including document production, strategy development, discovery, subpoenas, summons, and depositions.
7. Prepares legal opinions for District leadership.
8. Provides advice and counsel to School Board meetings on matters requiring legal interpretation and recommendations, including statutes, ordinances, contracts, policies, and regulations.
9. Assigns outside counsel to handle litigation matters as necessary. Monitors and reviews the work performed by outside counsel.

10. Provides trainings for District staff on matters related to the law.
11. Serves as liaison between the District and outside counsel and/or relevant governmental agencies.
12. Provides assistance in the drafting of state legislation relevant to public education.
13. Advises Human Resources department on matters related to employment law, employee discipline, collective bargaining, investigations and complaints.
14. Remains current on legislation, court decisions, regulatory issues and other legal matters pertinent to public education.
15. Maintains effective working relationships with other members of the Department as well as other school personnel and community members, including those from diverse cultures or backgrounds or those who speak limited or no English.
16. Complies with all procedures outlined in the *Code of Professional Conduct* and *Annual Notices for Education Practitioners, Teachers, Support Staff, Administrators, Substitutes Handbook* and all other Beaverton School District Policies and Procedures.

The statements contained above reflect general details as necessary to describe the principal functions of this job but should not be considered an all-inclusive listing of work requirements. Individuals may at times perform other duties as assigned which could include work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload.

Required Qualifications:

1. Must possess a Juris Doctorate from an accredited law school.
2. Must be licensed to practice law in the State of Oregon.
3. Must possess five years' experience in the practice of law related to public education.
4. Must possess considerable knowledge of legal principles and procedures relevant to public education.
5. Must possess excellent written and oral communications skills.
6. Must possess a valid Oregon or Washington driver's license.

Working Conditions:

The General Counsel works primarily within an office environment. The work environment is often controlled and quiet, but will also frequently include moderate to loud noise. The work environment may include exposure to unpleasant interior temperatures, dirt, and communicable diseases.

From time to time the General Counsel will be present in court proceedings or other hearings and legal proceedings which take place outside of the District. The work will generally be performed during regular business hours, but may occasionally require attendance at meetings at night and on weekends.

Work Year: 12-month

Bargaining Unit: Non-represented

FLSA Status: Exempt

Date Approved: November 26, 2018

Date Revised: November 26, 2018

The Beaverton School District recognizes the diversity and worth of all individuals and groups. It is the policy of the Beaverton School District that there will be no discrimination or harassment of individuals or groups based on race, color, religion, gender, sexual orientation, gender identity, gender expression, national origin, marital status, age, veteran status, genetic information or disability in any educational programs, activities or employment.