



RANDOLPH TOWNSHIP SCHOOLS
25 SCHOOL HOUSE ROAD, RANDOLPH, NJ 07869

JOB DESCRIPTION

TITLE:

School Board Attorney

REPORTS TO:

Board and Superintendent

QUALIFICATIONS:

1. Licensed New Jersey attorney.

GENERAL DESCRIPTION:

An attorney shall be selected annually by the Board of Education to serve as the legal advisor to the Board and the Superintendent. The school attorney shall be employed on a retainer to be determined in advance.

RESPONSIBILITIES MAY INCLUDE, BUT ARE NOT LIMITED TO:

1. When requested by the Superintendent or Board President, serves as counselor to the Board at regular meetings and special meetings.
2. At the request of the Board, represents the district in litigation in which the Board may be a party or in which it may have an interest.
3. Renders a written opinion on any legal question when requested by the Superintendent or Board President.
4. Approves, prepares, or supervises the preparation of all legal papers and instruments executed by the officers of the Board, and perform such other legal duties as the Board may request.
5. Participates in phone consultation as requested by the Superintendent or Board President.
6. Performs such other duties consistent within his/her professional competence as the Superintendent and/or the Board may assign from time to time.

WORK YEAR: Twelve - month position.

DATE APPROVED:

February 19, 2013

BY:

Board of Education