

## **Coordinator, Legal Services**

### **Purpose Statement**

Under the supervision of the General Counsel, the Coordinator, Legal Services provides general legal services to the Board of Education, the County Superintendent of Schools, and staff on matters related to the San Diego County Office of Education's (SDCOE) operations; prepares and renders legal opinions concerning SDCOE's powers, functions, jurisdiction, and procedures; and assists with preparation, filing, and presentation of legal cases to state and federal courts and administrative tribunals.

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### **Diversity Statement:**

Because each person is born with inherent worth and dignity, and because equitable access and opportunity are essential to a just, educated society, SDCOE employee commitments include being respectful of differences and diverse perspectives, and being accountable for one's actions and the resulting impact.

### **Essential Functions**

- Prepares, conducts, and manages basic litigation processes, including fact-finding investigations for legal case preparation, as directed by the General Counsel.
- Responds to subpoenas, pleadings, motions, and discovery and composes legal memoranda, briefs, reports, and other correspondence.
- Represents SDCOE in collective bargaining activities, including negotiating collective bargaining agreements; conducts grievance arbitrations and participates in settlement negotiations; and represents SDCOE in hearings or litigated matters arising from collective bargaining agreements.
- Provides legal advice and guidance to staff regarding employee rights and disciplinary matters; provides trainings on legal issues and avoidance of liability; and assists in preparing documents for certificated and classified disciplinary actions.
- Writes, reviews, and approves contract and other legal documents, state and federal grant application agreements, real estate transactions, and professional service agreements, and advises and represents SDCOE in connection with the above.
- Provides advice to staff in relation to matters, policies, and procedures regarding special education programs.
- Serves as liaison to outside counsel retained to represent SDCOE on matters handled in connection with Risk Management; provides input and guidance to Risk Management personnel as needed.
- Participates in and/or leads in-service education programs, including seminars and conferences; provides training to SDCOE staff on legal and related matters as directed by the General Counsel.

### **Other Functions**

- Performs other related duties as assigned to ensure the efficient and effective functioning of the Legal Services Office.

## **Job Requirements: Minimum Qualifications**

### **Knowledge and Abilities:**

#### KNOWLEDGE of:

Legal principles and practices, including civil, basic criminal, constitutional, contract, employment, special education, administrative and business law and procedures;

Methods, procedures and practices used in the conduct of investigations and litigation;

Judicial procedures and rules of evidence;

Federal, state, and local laws, codes, regulations and court decisions relating to public education, including provisions of the California Education Code, Administrative Code, and Government Code;

Methods and practices of legal research;

Evaluation of practical consequences of legal strategies; principles of human resources, risk management, and fiscal impacts.

#### ABILITY to:

Independently handle complex legal matters with minimal direction while meeting deadlines;

Grasp essential elements of a problem and their relationships to draw conclusions;

Assess legal risks and liability to provide sound legal advice;

Maintain confidentiality as required;

Compile and verify data, and prepare reports as needed;

Show poise and control in difficult situations and work well under pressure;

Model reasoning and principle in handling ethical dilemmas;

Write effectively and persuasively, and orally communicate proactively and persuasively;

Provide quality customer service,

Work skillfully with politics and across organizational boundaries;

Model communication and interaction that respect and include all individuals and their languages, abilities, religions, and cultures.

### **Working Environment**

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 90% sitting, 5% walking, and 5% standing. This job is performed in a generally clean and healthy environment. Job duties may be adapted to accommodate individuals with disabilities.

**Experience:** At least four (4) years of experience providing legal services in an educational or public agency.

**Education:** A Juris Doctorate degree from an accredited law school and must have passed the California Bar exam. Foreign degrees and credit units require translation and equivalency established by an agency recognized by the Commission on Teacher Credentialing.

Equivalency: A combination of education and experience equivalent to a Juris Doctorate degree from an accredited law school and must have passed the California Bar exam, and four (4) years of experience providing legal services in an educational or public agency.

Required Testing

N/A

Certificates

Current membership in the California State Bar  
Valid CA Driver's License

Continuing Education/Training

As needed to maintain required certifications

Clearances

Drug Test  
Proof of physical examination, including TB Screen

FLSA State: Exempt

Salary Range: Classified Management Grade 45

**Personnel Commission Approved:** Dec. 15, 2021