



JOB DESCRIPTION

Position Code: 501
Management Group: Cabinet
Work Calendar: 003
Page 1 of 3

POSITION TITLE: General Counsel

DEFINITION: By direction of the Board of Education and under general supervision of the superintendent, provides professional legal counsel to the school district and recommends and administers legal services for the district, leads and directs the Risk Management Department, represents the district with Schools Insurance Authority

DIRECTLY RESPONSIBLE TO: Superintendent and Board of Education

SUPERVISION OVER: Manager, Risk Management, Legal Analyst, and classified staff as assigned

DUTIES AND RESPONSIBILITIES: (Any one position may not include all of the duties listed; the listed examples do not include all duties and responsibilities that may be found in positions within this classification.):

1. Prepares and renders legal opinions, upon request to the Board of Education and the superintendent, and administrative staff.
2. Prepares and represents the district at administrative law hearings and judicial proceedings as directed by the superintendent, and as authorized by the Board of Education.
3. Attends and provides legal advice at all meetings of the Board of Education and such other meetings as the superintendent directs.
4. Provides legal assistance in the drafting of legal documents, board policy, rules and regulations, resolutions, applications of diverse kinds and other legal or quasi-legal type papers upon request.
5. Keeps abreast of legislation, provides legal assistance to the Executive Director, Labor Relations and Government Affairs, in the drafting of state legislation, and represents the district when requested as an advocate before the legislature in such matters as directed by the superintendent.
6. Represents the district at state and county workshops and seminars relating to school legal services and participates in in-service education programs with this school district's staff to limit district exposure to liability.
7. Represents the district in special education litigation, including due process hearings, mediations, resolution meetings, and the Individualized Education Programs ("IEPs") when needed.
8. Represents the district in preparing and conducting litigation and administrative hearings and performs all related duties at each stage of such litigation and hearings. Such hearings may include, but are not limited to, employee discipline and dismissal, arbitrations, layoff hearings, other governmental agency

hearings, etc.

9. Maintains appropriate professional standards of training, competency, and ethics.
10. Acts on behalf of the district to review and respond to formal complaints filed with the Board of Education or the superintendent, to include but not limited to, complaints from the Office for Civil Rights, the California Civil Rights Department, State Department of Education, and the Equal Employment Opportunity Commission.
11. Acts as the district's Uniform Complaint Procedure ("UCP") coordinator, investigating UCP complaints, overseeing the implementation of, and assuring compliance with the State Department of Education's UCP requirements.
12. Assists the Student Services Department with Federal laws regarding Section 504 of the Rehabilitation Act.
13. Advises staff concerning student discipline, including suspension and expulsion, special attendance permits, grading practices, students' First Amendment rights.
14. Conducts research and prepares reports of various topics as requested by the superintendent or designee.
15. Participates in labor relations as requested, including negotiations, grievances, arbitration, etc.
16. Reviews all district contracts prior to approval by the Board of Education.
17. Coordinates legal matters with outside counsel.
18. Monitors legal services provided to the district by outside counsel.
19. Serves as a member of the superintendent's Cabinet providing key legal recommendations, and policy analyses that promote the interests of the district.
20. Performs other duties as assigned.

QUALIFICATIONS:

Education and Experience:

Juris Doctorate from an accredited law school, licensed to practice law in the State of California with preferred experience in educational administration and/or school and labor laws, industrial relations, special education laws, public administration and business administration, and increasingly responsible experience in education administration.

Licenses and Certificates:

- Valid Class C driver's license issued by the California Department of Motor Vehicles within 30 days of hire or before driving any vehicle requiring this license

Knowledge, Skills, and Abilities:

- Knowledge of and skill in interpreting applicable federal and state laws and district policies and procedures
- Skill in conducting information and organizing material into manageable form
- Skill in applying data collected to resolve problems
- Skill in formulating recommendations, proposals, and counter proposals
- Skill in preparing and presenting effective written and oral reports, recommendations, district policies and procedures
- Ability to develop, maintain and coordinate effective relationships with members of the Board of Education, management and employee organizations
- Skill in analyzing relationships among complex data and/or employee groups.

WORKING CONDITIONS:

Work Environment:

- Indoor office environment
- Moderate noise
- Continuous contact with staff and the public

Typical Physical Characteristics: (with or without use of aids; consideration will be given to reasonable accommodation).

*Sufficient vision to read volumes of printed material; *sufficient hearing to conduct in person and telephone conversations; *sufficient physical mobility to move about the district and drive a car; *ability to speak in an understandable voice with sufficient volume to be heard in normal conversational distance, on the telephone and in addressing groups; physical, mental and emotional stamina to endure long hours under sometimes stressful conditions.

Other Characteristics:

- Ability to work additional hours and weekends periodically
- Ability to travel locally and statewide to attend meetings and other events

This job description is not a complete statement of essential functions and responsibilities. The district retains the discretion to add or change typical duties of a position at any time.

Board Approved: 11/24/92
Revised: 4/23/98
Revised: 3/14/23 Updated duties