

SCHOOL DISTRICT OF DESOTO COUNTY

SCHOOL BOARD ATTORNEY

JOB DESCRIPTION

QUALIFICATIONS:

- (1) Law degree from an accredited law school.
- (2) Member in good standing of the Florida Bar.
- (3) Admitted to State and Federal Courts in Florida.
- (4) Certification in Education Law or eligible for certification.
- (5) Satisfactory criminal background check and drug screening.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of school law, labor law, general law, administrative law, and established precedents and sources of legal reference. Knowledge of court procedures and rules of evidence. Ability to plan and coordinate with other employees. Ability to apply legal principles and specialized knowledge. Ability to prepare cases and present material clearly and logically in both oral and written form. Ability to adapt communication so that it is understandable to diverse audiences. Ability to establish and maintain professional relationships. Ability to write policies, procedures, and rules. Knowledge of and experience with industry-standard computer applications.

REPORTS TO:

School Board and Superintendent

JOB GOAL

Serve the educational needs of students in a legally compliant manner and function as counsel to the School Board. Provide ancillary support to the Superintendent and District staff, especially in the area of education law.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

Service Delivery

- *(1) Serve as a School Board advocate to support the legislative platform, Board goals, initiatives, and other matters determined by the Board.
- *(2) Prepare and render legal opinions and give advice to the Board, as well as provide legal opinions and advice to the Superintendent and other District administrators when needed.
- *(3) Recommend outside counsel for the School Board's approval and handle the coordination of outside counsel regarding issues involving the School Board, including all litigation matters involving civil matters, federal and state issues, and constitutional issues.
- *(4) Serve as Parliamentarian at School Board meetings and staff meetings.
- *(5) Coordinate District administration in-service training on legal matters which pertain to the overall administration of the school system.

SCHOOL BOARD ATTORNEY (Continued)

- * (6) Assume responsibility for drafting and/or reviewing School Board policies and resolutions; keep the School Board and Superintendent informed of changes in statutes and relative court decisions as each would impact the policies of the district.
- * (7) Prepare or approve as to form all contracts entered into on behalf of the School Board and/or District for contracts that are presented by a Staff Attorney; maintain final responsibility and control for all matters under the auspices of the School Board.
- * (8) Prepare or approve as to content and form all contracts entered into on behalf of the School Board and/or District for contracts that are not presented by a Staff Attorney.

Employee Qualities/Responsibilities

- * (9) Follow attendance, punctuality and other qualities of an appropriate work ethic.
- * (10) Ensure adherence to good safety standards.
- * (11) Maintain confidentiality regarding school/workplace matters.
- * (12) Model and maintain high ethical standards.
- * (13) Maintain expertise in assigned area to fulfill position goals and objectives.

Inter/Intra-Agency Communication and Delivery

- * (14) Exercise service orientation when working with others.
- * (15) Keep School Board informed of potential problems or unusual events.
- * (16) Use effective, positive interpersonal communication skills.
- * (17) Respond to inquiries and concerns in a timely manner.

System Support

- * (18) Exhibit interpersonal skills to work as an effective team member.
- * (19) Follow federal and state laws as well as School Board policies, rules and regulations.
- * (20) Demonstrate support for the school district and its goals and priorities.
- * (21) Demonstrate initiative in identifying potential problems or opportunities for improvement.
- * (22) Prepare or assist in preparing all required reports and maintain all appropriate records.
- * (23) Perform other tasks consistent with the goals and objectives of this position.

*Essential Performance Responsibilities

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the district's approved compensation plan. Length of the work year and hours of employment shall be those established by the district.

COMPENSATION:

Compensation for this position is Pay Lane **ADM10**

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.