

JOB DESCRIPTION

PATERSON BOARD OF EDUCATION

DISTRICT ATTORNEY
5018 District Attorney
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JOB TITLE: DISTRICT ATTORNEY

REPORTS TO: Superintendent of Schools

SUPERVISES: Legal Matters

NATURE AND SCOPE OF JOB:

The District Attorney provides sound legal advice to the Superintendent of Schools, Cabinet Staff, Principals, the Board, and other district employees. The District Attorney shall advise administrators of various options in addressing particular issues and should describe the potential adverse consequences of various decisions. District Attorney shall provide effective representation to the Board and school district in administrative hearings, arbitration cases and litigation and shall coordinate labor relations, risk management, and legal services.

QUALIFICATIONS:

The District Attorney shall:

1. Hold a law degree from an accredited law school and admitted to the practice of law in New Jersey
2. Have gained admission to the New Jersey Bar.
3. Have a minimum of three (3) years' experience in the practice of law, including:
 - o Experience in educational law
 - o Experience in Special Education and mediations
 - o Experience with discrimination, HIB, employment, OPRA, public contracting issues
 - o Experience in handling a broad range of education law issues
 - o Comprehensive familiarity with provisions of N.J.S.A. 18A and N.J.A.C. 6A
4. Must exhibit collaborative skills, as well as those of self-starter, with ability to work within a large organization and provide services to a wide array of clients of differing needs
5. Litigation experience, including matters before the Office of Administrative Law
6. Experience handling tenure cases
7. Strong interpersonal skills, with the ability to collaborate and work across functional areas, required
8. Demonstrate good moral character and initiative
9. Strong communication and advocacy skills required
10. Exhibit a personality that demonstrates interpersonal skills to relate well with students, staff, administration, parents and the community

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11. Demonstrate the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary
12. Hold and maintain a valid driver's license with no serious violations
13. Provide proof of U. S. citizenship or legal resident alien status by completing Federal Form I-9 in compliance with the Immigration Reform and Control Act of 1986.
14. Provide evidence that a criminal record history check has been conducted and clearance has been given by the Department of Education. During the initial six month period provide a sworn statement that the individual has not been convicted of a crime or a disorderly person's offense in accordance with 18A:6-7.1.
15. Provide evidence that health is adequate to fulfill the job functions and responsibilities, with reasonable accommodation pursuant to 42 U.S.C. 12101 and in accordance with N.J.A.C. 6:3-4A.4.
16. Pass the state required Mantoux Intradermal Tuberculin Test as required by N.J.A.C. 6:3-4A.4.
17. Meet such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

VERIFICATION OF COMPETENCY:

1. District application and resume.
2. Official college transcript.
3. A minimum of three letters of reference from former employers, or other professional sources.
4. Employment interview.

EMPLOYMENT TERMS:

The District Attorney shall be employed under the following terms:

1. Work year of twelve months.
2. Salary, benefits, leave time and conditions as negotiated.
3. Conditions established by all laws and codes of the State, and all policies, rules, and regulations established by the Board of Education (N.J.S.A. 18A:27-4 et. seq.).

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JOB FUNCTIONS AND RESPONSIBILITIES:

The District Attorney shall:

1. Provide sound legal advice to the Superintendent of Schools, and such other employees of the district as directed by the Superintendent.
2. Inform administrators of new laws and regulations and their effect on district operations, policies, and procedures.
3. Assume the role of Custodian of Record for the District and be responsible for all duties associated with the role.
4. Provide representation to the school district in administrative hearings, arbitration cases and litigation matters.
5. Provide trainings to staff and administrators as required by the Superintendent or his/her designee.
6. Monitor and review the work performed by outside counsel.
7. Coordinate the processing of tort claims with the district's insurance agent.
8. Coordinate discovery requests made by outside counsel assigned to handle legal matters covered by the district's insurance policies.
9. Review and draft legal documents necessary for the district's operations.
10. Attend Board meetings and provide legal advice to Board members on agenda items.
11. Attend meetings with governmental agencies, parent groups, and the School Board as requested by the Superintendent of Schools.
12. Serve on committees at the direction of the Superintendent of Schools.
13. Assume other duties and responsibilities incidental to the office or as assigned by the Superintendent of Schools or designee.
14. Display ethical and professional behavior in working with students, parents, school personnel, and outside agencies associated with the school.
15. Protect confidentiality of records and information in possession of counsel about staff, and use discretion when sharing any such information within legal confines which is limited to records or information under control of counsel.
16. Conduct legal workshops for all administrators in the District.

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PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential responsibilities and functions of the job.

Unless reasonable accommodations can be made, while performing this job the staff member shall:

1. Use strength to lift items needed to perform the functions of the job.
2. Sit, stand and walk for required periods of time.
3. Speak and hear.
4. Use close vision, color vision, peripheral vision and depth perception along with the ability to focus vision.
5. Communicate effectively in English, using proper grammar and vocabulary. American Sign Language or Braille may also be considered as acceptable forms of communication.
6. Reach with hands and arms and use hands and fingers to handle objects and operate tools, computers, and/or controls.

ENVIRONMENTAL DEMANDS:

The environmental demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive.

1. Exposure to a variety of childhood and adult diseases and illnesses.
2. Occasional exposure to a variety of weather conditions.
3. Exposure to heated/air conditioned and ventilated facilities.
4. Exposure to a building in which a variety of chemical substances are used for cleaning, instruction, and/or operation of equipment.
5. Function in a workplace that is usually moderately quiet but that can be noisy at times.

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EVALUATION:

The Superintendent of Schools shall evaluate the District Attorney in accordance with this Job Description, and such other criteria as shall be established by the Board of Education.



Approved

Date