

JOB DESCRIPTION

PATERSON BOARD OF EDUCATION

GENERAL COUNSEL
4902 Assistant General Counsel
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JOB TITLE: ASSISTANT GENERAL COUNSEL

REPORTS TO: General Counsel

SUPERVISES: Legal Matters

NATURE AND SCOPE OF JOB:

Assistant General Counsel provides assistance to the General Counsel in the representation of the district. Assistant General Counsel shall provide executive level recommendations and support to the General Counsel. Assistant General Counsel will act as “custodian of records” for the Open Records Act (OPRA) requests. Assistant General Counsel shall advise administrators of various options in addressing particular issues relating to the recommendation and placement of students into alternative school programs in accordance with students’ due process rights under state and federal law. Assistance General Counsel should describe the potential legal ramifications of placement decisions. Assistant General Counsel shall monitor, evaluate, and provide recommendations for suspensions and expulsions of students including coordination of the student disciplinary hearing process. Perform other duties as assigned by General Counsel and the Superintendent.

QUALIFICATIONS:

The Assistant General Counsel shall:

1. Hold a law degree from an accredited college or university.
2. Have gained admission to the New Jersey Bar.
3. Have experience in the practice of educational law.
4. Have knowledge and understanding of the Open Records Act.
5. Have knowledge of students’ due process rights.
6. Have successful experience providing counsel regarding student discipline, including placement in alternative education programs.
7. Have experience coordinating the student disciplinary hearing process.
8. Hold and maintain a valid driver’s license with no serious violations.
9. Demonstrate good moral character and initiative.
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. 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.
13. 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 persons offense in accordance with 18A:6-7.1.
14. 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.
15. Pass the state required Mantoux Intradermal Tuberculin Test as required by N.J.A.C. 6:3-4A.4.
16. 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 transcripts.
3. A minimum of three letters of reference from former employers, or other professional sources.
4. Employment interview.

EMPLOYMENT TERMS:

The Assistant General Counsel 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.).

JOB FUNCTIONS AND RESPONSIBILITIES:

The Assistant General Counsel shall:

1. Provide executive level recommendations and support to the general counsel.
2. Inform administrators of new laws and regulations and their effect on district operations, policies, and procedures.
3. Provide assistance to General Counsel in legal representation of the school district in administrative hearings, arbitration cases and litigation matters.
4. Represent General Counsel in all decisions when he/she is not available.
5. Monitor, evaluate and provide recommendations for placement of students into non-traditional and alternative school programs and for the exiting of students out of non-traditional and alternative school programs to ensure compliance with students' due process rights and procedural safeguards.
6. Monitor, evaluate and provide counsel for suspensions and expulsions of students including coordination of the student disciplinary hearing process.
7. Act as "custodian of records" for Open Records Act (OPRA) requests.
8. Review and draft legal documents necessary for the operation.
9. Attend Board meetings and provide legal advice to Board members on agenda items.
10. Attend meetings with governmental agencies, administrators, parent groups, and the Advisory Board as requested by the Superintendent of Schools.
11. Serve on committees at the direction of the Superintendent of Schools.
12. Assume other duties and responsibilities incidental to the office or as assigned by the Superintendent of Schools or designee.
13. Display ethical and professional behavior in working with students, parents, school personnel, and outside agencies associated with the school.
14. 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.

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

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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.

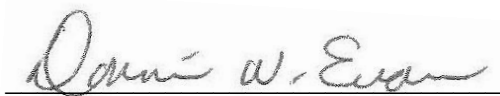
ENVIRONMENTAL DEMANDS:

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.

EVALUATION:

The General Counsel shall evaluate the Assistant General Counsel in accordance with this Job Description, and such other criteria as shall be established by the Board of Education.


Approved

7-25-2011
Date