

## Job Title: ASSISTANT GENERAL COUNSEL (3 Vacancies)



### **POSITION GOAL**

To provide legal services for the school district.

### **ESSENTIAL PERFORMANCE RESPONSIBILITIES**

The Assistant General Counsel shall carry out the performance responsibilities listed below.

- Perform a wide variety of duties including provision of professional legal services for all departments, divisions and offices of the School District.
- Represent the School Board in litigation brought by or against the School District.
- Assist in drafting and/or reviewing Board policies, contracts and documents.
- Assist in rendering legal opinions.
- Perform or direct legal research.
- Assist in coordinating and directing investigations of claims and complaints by or against the School Board, including the areas of construction and special education.
- Assist in the acquisition of land for the School Board through negotiation or condemnation proceedings.
- Perform and promote all activities in compliance with the equal employment and non-discrimination policies of The School Board of Broward County, Florida.
- Participate in training programs offered to enhance the individual skills and proficiency related to job responsibilities.
- Review current developments, literature and technical sources of information related to job responsibilities.
- Ensure adherence to safety rules and procedures.
- Follow federal and state, as well as School Board policies.
- Perform other duties as assigned by the immediate supervisor or designee.

### **MINIMUM QUALIFICATIONS & EXPERIENCE**

- An earned degree from an accredited law school.
- Admission to the Florida Bar.
- Computer skills as required for the position.

### **PREFERRED QUALIFICATIONS & EXPERIENCE**

- An earned degree from an accredited law school.
- Minimum of three (3) years of experience in professional legal work preferred.
- Bilingual preferred.

### **PHYSICAL REQUIREMENTS**

Light work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force 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 School Board.

**LINK TO JOB DESCRIPTION**

To review the complete job description for this position access the following website:  
<https://www.browardschools.com/Page/36072> and do a search by Job Code. The Job Code for this position is: A-027

**LOCATION PREFERENCES/ADDITIONAL INFOR**

**Advertisement Window:** 02/12/2026 - Open Until Filled

**Work Calendar:** 244 Day Cal

**Pay Grade:** GRADE 37

**Classification:** Exempt

**Compensation**

**CONTRACT with SCHOOL BOARD**