Adams12 Five Star Schools

Job Description
Prepared/Revised: **December 2025**

Job Title:	**Deputy General Counsel**	Job Code:	**100626**
Job Family:	**Non-Certified**	FLSA Status:	**Ex - P**
Pay Program:	**Administrative**	Pay Range**:**	**L22**
Typical Work Year:	**12 months**		

SUMMARY: Provides professional legal counsel and administers legal services for the district under the supervision and direction of the District General Counsel.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.*

Job Tasks Descriptions	Frequency	% of Time
1. Prepares and renders legal opinions and provides research services and analysis to the district, the Board of Education and administrative staff as directed by the General Counsel. Anticipates potential litigation and administrative claims, gathers necessary information, performs investigations, and aligns resources. Helps maintain files and retrieval systems for legal information of relevance to the district.	D	40%
2. Assists in drafting legal documents, including, but not limited to, Board and District policies, rules and regulations, resolutions, contracts, negotiated agreements, position statements, and other legal or related documents upon request. Helps establish, publicize, and participate in implementation of systems and strategies to ensure compliance with laws, regulations, and policies. .	D	30%
3. In the absence of the General Counsel, attends and provides legal advice at meetings of the Board of Education, Senior Staff, and such other meetings as the Superintendent directs.	M	5%
4. Keeps abreast of legislation affecting the district. Studies and interprets law, court decisions, ordinances and other legal authorities.	D	5%
5. Assists with counseling administrators in all matters relating to students' rights, responsibilities, and discipline.	M	5%
6. Reviews district and Board of Education contracts and charter school proposals as requested.	W	5%
7. Assists in developing and conducting staff training sessions and workshops concerning practical applications of school law.	M	5%
8. Perform other duties as assigned.	Ongoing	5%
TOTAL		100%

EDUCATION AND RELATED WORK EXPERIENCE:
- A Juris Doctorate from an accredited law school is required.
- A license to practice law in the State of Colorado is required.
- Minimum of three (3) years of experience. Preferred in education or public administration; school law or employment law.

LICENSES, REGISTRATIONS or CERTIFICATIONS:
- Criminal background check required for hire.
- Ability to travel among school locations.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:
- Skill in interpreting applicable federal and state laws and District policies and procedures.
- Skill in researching information, organizing material, and presenting results in written 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, District management, and employee organizations.
- Ability to maintain confidentiality of information secured in work environment.
- Skill in analyzing relationships among complex data and/or employee groups.
- Ability to keep up-to-date technically and apply new knowledge to your job. Includes adapting to and mastering new system applications and processes as implemented by the district or department.

- Ability to promote and follow Board of Education policies, District policies, building, and department procedures.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.
- Ability to engage in effective communication, collaboration, and teamwork with individuals from diverse backgrounds, cultures, and perspectives, while demonstrating respect and appreciation for their differences.
- Ability to stay current with district policy, standards, and training in the areas of data quality, data privacy, and cybersecurity with respect to student and staff data, and related information.

MATERIAL AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers and peripherals.
- Operating knowledge of and experience with Microsoft Office Suite.
- Operating knowledge of district information technology systems and any other department specific software and equipment required within 2 months after entering position.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	JOB CODE
Reports to:	General Counsel	3005

	POSITION TITLE	# of EMPLOYEES	JOB CODE
Direct reports:	This job has no direct supervisory responsibilities.		

- Responsible for assisting with interviewing, hiring and training employees; assisting with planning, assigning and directing work; assisting with appraising performance; assisting with rewarding, disciplining, and terminating employees; and assisting with addressing complaints and resolving problems.

BUDGET AND/OR RESOURCE RESPONSIBILITY:

- None

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environmental factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand		X		
Walk		X		
Sit			X	
Use hands and fingers to handle and/or feel		X		
Reach with hands and arms		X		
Climb or balance	X			
Stoop, kneel, crouch, or crawl	X			
Talk				X
Hear				X
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds			X	
Up to 25 pounds		X		
Up to 50 pounds	X			
50 to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare			X	
Analyze			X	
Communicate			X	
Copy		X		

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Coordinate		X		
Instruct			X	
Compute		X		
Synthesize			X	
Evaluate			X	
Interpersonal Skills			X	
Compile		X		
Negotiate		X		

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	X
Close vision (clear vision at 20 inches or less)	
Distance vision (clear vision at 20 feet or more)	
Color vision (ability to identify and distinguish colors)	
Peripheral vision	
Depth perception	
Ability to adjust focus	

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	X
Moderate	
Loud	
Very Loud	