Job Description
MOORE PUBLIC SCHOOLS

Job Title: **General Counsel**

Qualifications:

Credentials/Education: Juris Doctorate from an accredited law school; License to practice law in the State of Oklahoma; Authorized to practice in all Oklahoma Federal District Courts and the Oklahoma Supreme Court

Training/Experience Preferred: Experience in educational administration, school and labor laws, collective bargaining

Special Skills, Knowledge, Abilities: Must possess knowledge of Constitutional law and Oklahoma School Law, knowledge of Oklahoma statues pertaining to the Board of Education and public schools and a working knowledge of Moore Public Schools. In addition, must have a working familiarity with equal employment opportunity requirements, complaint procedures administered by the Equal Employment Opportunity Commission as well as the United States Department of Education and Office of Civil Rights complaint and resolution procedures.

Job Goal (Purpose of Position): Performs legal advice; renders opinions, handles litigation and other school legal responsibilities.

Essential Job Functions (Performance Responsibilities):

1. Prepares and renders legal opinions upon request to the Superintendent, his or her staff, and the Board of Education.

2. Prepares and represents the district at conferences, proceedings, and other functions as requested by the Superintendent.

3. Attends, upon request, and provides legal advice at meetings of the Board of Education and such other meetings or conferences as the Superintendent directs.

4. Advises the Superintendent and his/her staff in all matters of a legal or technical nature relating to the interpretation of statues, charges, ordinances, contracts, etc.

5. Provides legal assistance in the drafting of legal documents, rules and regulations, resolutions, applications, board policies, and all other legal or quasi-legal papers upon request.

6. Represents the district at state and country workshops and seminars relating to school legal services and participates in or conducts in-service education programs with the school district's staff to limit district exposure to liability.

7. Reviews district contracts as requested.

8. Participates in labor relations as requested, including negotiations, grievances, related to hearings.

9. Keeps the Superintendent informed of changes in laws, legislation, and their impact on the School District.

10. Coordinates, oversees, and monitors legal services provided to the district by outside counsel.

11. Performs other duties as assigned.

Supervision Exercised: Not applicable

Reports To: Superintendent of Schools

Physical/Mental Requirements and Working Conditions:
Other than those requirements listed above, the employee must have the ability to communicate in person, on the phone, and before large audiences. Must be able to practice in court and carry out all requirements to represent the district pertaining to legal concerns.

Terms of Employment: 260 days

Salary: To be established by the board

Evaluation: Performance of this job will be evaluated in accordance with the provisions of Board policy.

Approved 3/8/1993
Revised 1/9/2024