Adams 12 Five Star Schools

Job Description
Prepared/Revised: **July 2026**

Job Title:	**General Counsel**	Job Code:	**3005**
Job Family:	**Non-Certified Administrative**	FLSA Status:	**Exempt - E**
Pay Program:	**Administrative**	Pay Range:	**L31**
Typical Work Year:	**12 months**		

SUMMARY: Provide, acquire, coordinate, and monitor all legal services and legal compliance issues for the District. Ensure the District is protected through accurate legal advice to avoid the loss of District assets.

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. Provide legal advice to the Board of Education and Superintendent regarding board governance and emerging legal issues.	D	15%
2. Provide legal advice regarding the employment lifecycle including hiring, contracts, Master Agreements, handbooks, separations, complaints, and disputes.	D	15%
3. Provide legal advice in all areas of District services operations including students' rights and discipline to assist administrators in making defensible decisions.	D	15%
4. Anticipate potential complaints, litigation, and administrative claims, gather necessary information, perform or oversee investigations and align resources. Establish and implement systems and strategies to ensure compliance with laws, regulations, and policies.	M	15%
5. Represent the District, and/or supervise, coordinate, assign and monitor outside legal counsel in all stages of adversary proceedings, including lawsuits. employee grievances, civil rights complaints, appeals to Board, curriculum challenges, and State Board of Education matters.	D	8%
6. Draft or coordinate drafting of legal documents including contracts, negotiated agreements and position statements.	W	8%
7. Provide legal advice regarding all aspects of special education.	W	7%
8. Supervise members of the district's legal department.	D	5%
9. Train administrators and staff at all levels concerning practical applications of school law.	Q	5%
10. Coordinate the review, development, modification, suspension, and/or deletion of District Policies pertaining to all phases of District services and operation.	M	3%
11. Maintain files and retrieval systems for legal information of relevance to the District.	M	1%
12. Perform other duties as assigned.	Ongoing	3%

EDUCATION AND RELATED WORK EXPERIENCE:

- Juris Doctor Degree.
- Minimum of five years (5) of experience, preferably in PK-12 school law and/or working in a law firm representing school district clients.

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire.
- Licensed by the Colorado Supreme Court or ability to become licensed within 60 days of start date.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Advanced interpersonal relations and written and oral communication skills.
- Intermediate ability to perform legal research.
- Strong word processing, computer, and internet skills.
- Ability to maintain confidentiality in all aspects of the job.
- Ability to promote and follow Board of Education policies, District Policies, building and department procedures.

- 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:

- Computer and word processing software applications.
- Electronic legal research

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	JOB CODE
Reports to:	Superintendent	3090

	POSITION TITLE	# of EMPLOYEES	JOB CODE
Direct reports:	Senior Executive Assistant-Legal/Communications	1	3093
	Deputy General Counsel	1	100626
	Title IX/Civil Rights/ER Investigator	1	05015
	Title IX/Nondiscrimination Coordinator	1	3121

- Supervisory responsibilities include hiring, disciplining, terminating, directing work, assigning work, training and evaluating.

BUDGET AND/OR RESOURCE RESPONSIBILITY:

- Solely responsible for developing, administering, monitoring, coordinating, and initiating requisitions for the District's legal budget.

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 to finger, handle or feed		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			
Up 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		
Coordinate				X
Instruct		X		

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
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	X
Quiet	
Moderate	
Loud	
Very Loud	