

Columbia Public Schools

Excellence in Education for All Students

Job Description

POSITION PROPERTIES

Position Title: General Counsel

Schedule / Grade: Salaried Support / 9

Job Code: 94ADMIN502

FLSA: Exempt

Calendar: ADSUP-S

Benefits: Eligible (Retirees not Eligible)

Contract Type: ADMIN

Bargaining Unit: None

Revised Date: 07/11/2025

PURPOSE

Under the direction of district policy, this role is responsible for leading, coordinating, and managing the District's legal services and staff. The position provides direct legal advice and representation to the Superintendent, Board of Education, and district leadership on a wide range of legal matters. Serving as the Chief General Counsel, this role also oversees litigation, administrative hearings, and other legal proceedings

ESSENTIAL RESPONSIBILITIES AND DUTIES

- Provides legal counsel and prepares formal legal opinions for the Board of Education, Superintendent, and District leadership; supports the drafting and review of contracts, policies, administrative regulations, resolutions, and related legal documents.
- Manages the District's legal proceedings, including litigation and administrative hearings; collaborates with external legal counsel appointed by the District's insurance carrier when applicable; supports or prepares legal filings such as pleadings, briefs, and settlement proposals; ensures the District's position is effectively represented in court or hearing processes.
- Offers expert legal guidance to inform policy development and administrative decision-making, ensuring alignment with local, state, and federal laws; identifies legal risks and recommends appropriate courses of action.
- Serves as a member of the Superintendent's Cabinet, contributing legal insight to cross-departmental discussions related to budgeting, program implementation, and operational planning to support district goals.

- Represents the District’s legal interests in legislative or regulatory hearings at the local, state, or federal level, and advises on the potential impact of proposed or enacted legislation.
- Attends Board of Education meetings and other designated events to provide legal advice and support as needed by the Board and Superintendent.
- Participates in strategic planning efforts by designing and supporting long- and short-term initiatives related to legal compliance and district operations.
- Assigns and oversees work performed by outside legal counsel; reviews legal strategy and outcomes to ensure quality and alignment with district priorities.
- Assists in the development and advocacy of proposed state legislation relevant to education and district operations; evaluates legal implications of proposed or pending legislation.
- Oversee the maintenance of legal records, including Board policies and administrative regulations; ensures timely updates to ensure compliance with evolving laws and regulations.
- Leads the development and management of legal department systems, including the preparation of reports, maintaining case files, and analyzing trends related to legal matters.
- Develops and monitors internal procedures to support legal and regulatory compliance and improve operational efficiency.
- Coordinates and leads legal training sessions, workshops, and professional development opportunities; represents the District in community and interagency meetings and participates in legal education conferences and school law associations.
- Supervises the Coordinator of Compliance and Investigation, ensuring independence in investigative functions and avoiding potential conflicts of interest.
- Leads the District’s compliance with Missouri Sunshine Law and coordinates responses to public records requests, working closely with the Coordinator of Compliance and Investigation on matters related to investigative records and requests.
- Collaborates with the Human Resources Department to support employee investigations and ensure legal compliance in personnel matters.

Perform other duties as necessary to support the mission and vision of Columbia Public School District.

DISTRICT EXPECTATIONS

All employees of the District are expected to adhere to the policies and regulations of the Board of Education, maintain appropriate certification and competencies necessary for the position, and demonstrate the values of the district at all times. For information on policies, regulations and values, visit <http://www.cpsk12.org>

REPORTING RELATIONSHIPS

Reports To: Superintendent

Supervises: Coordinator of Compliance and Investigation

QUALIFICATIONS

Minimum: A Juris Doctorate from an accredited law school and a license to practice law in the State of Missouri are required.

Preferred: Experience practicing education law within a public school district or similar Pre-K–12 educational setting, with demonstrated knowledge of legal issues impacting public education, including personnel matters, student rights, board governance, contracts, and regulatory compliance.

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, skills and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

ADA REQUIREMENTS

Language: Read, analyze and interpret professional journals, Board policy, administrative procedures and forms and governmental regulations and guidance; Read, analyze, and implement law and policy; Complete forms, write reports and engage in written correspondence; Present information effectively and respond to questions.

Computation: Work with mathematical concepts and analyze data; Apply concepts such as fractions, percentages, ratios and proportions to practical situations.

Reasoning: Solve a variety of problems in many different situations; Interpret instructions presented in written, oral, diagram or schedule form; Apply knowledge of current laws and policies to workforce situations; Demonstrate executive functions such as planning, organizing, remembering, and regulating information and behavior.

Other Skills and Abilities: Establish and maintain effective relationships with teachers, staff, and administrators; perform multiple tasks simultaneously.

Technology: Perform basic computer functions such as word processing and internet use; Adhere to all District policies and procedures regarding technology usage.

Physical Demands: Speak and hear in an environment where numerous conversations and activities may be taking place simultaneously; Read handwritten or printed material; Utilize finger and hand controls as they pertain to keyboards and other technology.

Attendance: Consistent and regular attendance is an essential function of this position.

Conditions and Environment: Regularly work in an office environment; Travel to District schools and buildings as needed to discuss legal issues with CPS employees.

Prospective and current employees with disabilities are encouraged to contact human resources to discuss reasonable accommodations to perform the essential job functions.

Equal Opportunity Employer