



Board of Education of the City of St. Louis
CAREER OPPORTUNITY

Position Title:	Legal Counsel
Reports to:	Assistant General Counsel
Job #:	8537
Payroll/Personnel Type:	12 Month
Shift Length:	8 hours
Union Eligibility:	Not Eligible
Starting Salary:	\$110,000

Position Summary:

The Legal Counsel provides legal advice and support to St. Louis Public Schools (SLPS) in a variety of routine and complex matters affecting the District. This position works collaboratively with District leadership, departments, schools, and external legal partners to support compliance with applicable federal, state, and local laws and regulations.

The Legal Counsel will provide day-to-day legal guidance in one or more areas, including contracts and memoranda of understanding, labor and employment, human resources, general education matters, and other legal issues that arise in the operation of a large urban school district. The position will also support Sunshine Law compliance, coordinate with outside counsel as needed, and work with internal and external auditors on matters involving legal and regulatory compliance.

Essential Functions:

- Provide timely, practical legal advice and guidance to District administrators, departments, and school leaders regarding routine and emerging legal matters.
- Review, draft, and provide legal guidance regarding SLPS contracts, agreements, memoranda of understanding (MOUs), and other legal documents.
- Provide legal support related to labor and employment and Human Resources, including employee relations, employment practices, workplace matters, personnel policies, and other employment-related issues.
- Provide legal guidance regarding general education matters, including student discipline, student legal issues, McKinney-Vento requirements, student records, and other general education legal matters.
- Monitor and advise District personnel regarding compliance with applicable federal, state, and local laws, regulations, and District policies.
- Support Missouri Sunshine Law compliance, including responding to legal questions regarding public records and open meetings and assisting with compliance processes as appropriate.
- Interact and coordinate with outside counsel as necessary on litigation, specialized legal matters, and other issues requiring external legal expertise.
- Assist with legal research, analysis, and preparation of memoranda, correspondence, agreements, and other legal documents.
- Work collaboratively with internal and external auditors and provide legal support related to audits, compliance reviews, and requests for information.
- Identify potential legal risks and provide recommendations to District leadership regarding appropriate courses of action.
- Collaborate with District departments, including Human Resources, Finance, Special Education, Student Support Services, Academics, Procurement, and Operations, to address legal and compliance matters.



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- Maintain appropriate records and documentation related to legal matters, contracts, agreements, and compliance activities.
- Stay current on applicable laws, regulations, court decisions, and other developments affecting public education and advise District leadership regarding relevant changes.
- Perform other duties and responsibilities as assigned.

Knowledge, Skills, and Abilities:

- Knowledge of federal, state, and local laws applicable to public school districts.
- Knowledge of labor and employment law, contract law, public-sector legal requirements, and education law.
- Knowledge of Missouri Sunshine Law requirements and public-sector compliance practices.
- Ability to conduct legal research, analyze complex issues, and communicate legal guidance clearly to non-attorneys.
- Strong written, verbal, analytical, and organizational skills.
- Ability to manage multiple legal matters and competing priorities while meeting deadlines.
- Ability to exercise sound professional judgment and maintain confidentiality.
- Ability to establish and maintain effective working relationships with District employees, administrators, school leaders, attorneys, outside counsel, auditors, and other stakeholders.

Education:

- Juris Doctor (J.D.) degree from an accredited law school.
- Admission to and current good standing with the Missouri Bar or eligibility for admission in Missouri within a reasonable period of employment.

Experience:

- Experience practicing law in one or more relevant areas, such as education law, labor and employment, contracts, public-sector law, or general counsel practice.
- Experience providing legal counsel to a public school district, governmental entity, or other public-sector organization.
- Experience with Missouri Sunshine Law.
- Experience with labor and employment and/or education law.
- Experience reviewing and negotiating contracts and MOUs.
- Experience working with internal or external auditors.
- Experience coordinating with outside counsel.
- Knowledge of the legal and operational environment of large urban school districts.

Physical Requirements:

- Must be physically able to operate standard office equipment.
- Light work involving walking, standing, and occasional lifting of up to 10 pounds.

Working Conditions and Environment:

- Primarily office-based with occasional travel to court, administrative hearings, or external meetings.
- Minimal exposure to physical risks.

Disclaimer:



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The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

Review/Approvals:

_____	_____	_____	_____
Employee	Date	Immediate Supervisor	Date

_____	_____
Human Resources	Date

In connection with hiring for this position the district shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, sexual orientation, age, disability, veteran status, or national origin.