



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

Position Title:	Assistant General Counsel
Reports to:	General Counsel, Chief Legal Officer
Job #:	8584
Payroll/Personnel Type:	12 Month
Shift Length:	8 hours
Union Eligibility:	Not Eligible
Starting Salary:	\$140,000

Position Summary:

The Assistant General Counsel will focus primarily on or several of the following areas, subject to matter volume and current staffing expertise:

- Special Education and Individuals with Disabilities in Education Act (IDEA);
- Section 504 of the Rehabilitation Act;
- Employment Disabilities, worker's compensation, Americans with Disabilities Act (ADA), and disability law;
- Public procurement and transactional matters; and
- Other federal and state regulations impacting administration of a school district.

The Assistant General Counsel shall serve as a strategic advisor to district leadership, reporting to the General Counsel. The Assistant General Counsel proactively addresses legal risks, supports equitable student and employee outcomes, and handles disputes related to concerns in the subject matter areas listed above. The Assistant General Counsel will also assist in overseeing outside counsel in matters relating to the subject matter areas above.

Essential Functions:

- **Legal Counsel and Compliance:**
 - Provide guidance on IDEA, Section 504, and ADA compliance, alignment with federal, state, and local regulations.
 - Review and advise on matters and related documentation for legal adequacy.
 - Monitor changes in laws and regulations and recommend on district policy accordingly.
- **Litigation and Dispute Resolution:**
 - Represent the district in due process hearings, mediations, and other proceedings involving contested matters.
 - Collaborate with external counsel when necessary to manage litigation effectively.
 - Investigate and respond to complaints from supervisors, employees, parents, advocates, and regulatory agencies.
- **Policy Development and Training:**
 - Draft, review, and implement policies and procedures related to the subject matter areas listed above.
 - Conduct training sessions for district supervisors and staff, school leaders, and program office teams on compliance and legal best practices.



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- Develop resources and tools to support operational compliance.
- **Collaboration with Stakeholders:**
 - Reporting to the General Counsel, partner with program offices to address systemic issues and improve service delivery.
 - Work closely with district staff to resolve disputes, foster collaboration, protect SLPS reputation, and support stakeholder communications and relations.
 - Serve as a liaison between the district and regulatory agencies and assist with audits and investigations, as necessary.
- **Risk Management:**
 - Identify legal risks associated with operations and recommend proactive solutions in the subject matters listed above.
 - Conduct privileged audits and reviews of programs to evaluate compliance and operational effectiveness and provide legal recommendations regarding the same.
- **Advisory Support:**
 - Provide strategic advice to the General Counsel, Superintendent, and district leadership on matters impacting special education and ADA compliance.
 - Prepare legal opinions and briefings on emerging legal issues in special education and ADA law.
 - Support other areas of the legal department as needed.

Knowledge, Skills, and Abilities:

- Extensive knowledge of IDEA, Section 504, ADA, and other special education laws and regulations.
- Strong analytical and problem-solving skills with the ability to develop innovative solutions to complex issues.
- Effective communicator capable of conveying legal concepts to diverse audiences, including non-legal professionals.
- Demonstrated ability to build trust and collaborative relationships with parents, advocates, and district staff.
- High ethical standards and commitment to integrity, confidentiality, and professionalism.
- Exceptional organizational skills with the ability to manage multiple priorities under tight deadlines.
- Proficiency in conducting legal research, drafting policies, and preparing legal documentation.

Experience:

- Minimum of five years of legal experience, with a focus on special education law, disability law, or education law.
- Experience representing school districts or public agencies in special education disputes is highly preferred.
- Proven track record of managing legal compliance and litigation in the context of education.
- Experience conducting training and policy development for diverse stakeholders.



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Education:

- Juris Doctor (JD) from an accredited law school is required.
- Active membership in the Missouri State Bar or eligibility for immediate reciprocity.

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:

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
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_____ Human Resources	_____ Date
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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.