KyreneSchoolDistrict

TUHSD/KYRENE DISTRICT PARALEGAL

As directed by policy, provide paralegal assistance for the TUHSD and Kyrene District Legal Counsel and general legal guidance for Kyrene Elementary School District, and Tempe Union High School District by performing specifically delegated, substantive legal work for which the TUHSD and Kyrene District Legal Counsel is responsible.

Chain of Command
The TUHSD and Kyrene District Paralegal reports to the TUHSD and Kyrene District attorney.

Competencies of the TUHSD and Kyrene District Paralegal Language Skills
Ability to read, analyze, and interpret legal and other documents. Ability to respond effectively and confidentially to sensitive inquiries or complaints. Ability to prepare documents, including without limitation critical correspondence and memoranda to Governing Board members, administrators, other attorneys, and government officials that clearly and concisely explain legal principles and their application to specific factual situations. Ability to make effective and persuasive presentations on controversial or legal topics to top management, public groups, and/or Governing Board.

Mathematical Skills
Ability to work with mathematical concepts relevant to legal projects. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

Reasoning Ability
Ability to apply critical thinking skills and problem solving. Ability to apply principles of logical thinking to a wide range of intellectual and practical problems. Ability to work with nonverbal symbolism (charts, graphs, etc.). Ability to understand and apply a variety of abstract and concrete variables.

Essential Duties of the TUHSD and Kyrene District Paralegal

- Draft and review legal documents, contracts, agreements and correspondence requiring approval of District Legal Counsel, and author correspondence on assigned matters.
- Supports TUHSD and Kyrene District Legal Counsel with review of policy revisions to ensure alignment with each District's policies, Regulations and Arizona Revised Statutes
- Consult with Districts on the Intergovernmental Agreement Process for each District.
- Assist Legal Counsel in prioritization of work among Districts using best judgment to determine relative urgency.
- Perform procedural tasks and preliminary analysis of legal matters, which include, but are not limited to court orders, subpoenas, EEOC charges, child custody orders, restraining orders, injunctions against harassment, student discipline, and employment matters.
- Draft reports, legal opinions, or briefs and court documents as assigned.
- Manage student due process procedures within the Districts by providing direction to staff and communicating with parents and attorneys for Districts and parents to ensure compliance with established policies, regulations and procedures of the Districts, as well as Arizona Revised Statutes.
- Plan, develop and implement Student Discipline manual revisions; provide training to staff.
- Coordinate responses to subpoenas for records from each District.
- Provide direction to staff, communicate with parents and attorneys to ensure compliance with established policies, regulations, procedures, and Arizona Revised Statutes for each District on student issues including student rights, due process, search and interrogation, student discipline, suspension and expulsion and student promotion and retention.
- Assist with and provide in-services for staff on state laws, statutes, opinions and district policies and procedures.
- Perform other duties as assigned by the TUHSD and Kyrene District Legal Counsel.

Minimum Qualifications
Associate Degree in Legal Studies, or Certificate of Completion of Legal Studies program that is approved by the American Bar Association and provided by an accredited college. Three to five years of experience in school law and related legal areas (e.g., family law, employment law) in a law office or other legal setting or any equivalent combination of experience and/or education from which comparable knowledge, skills, and abilities have been achieved.

Preferred Qualification
Bachelor's degree, six or more years of experience in school law and related legal areas (e.g., family law, employment law) in a law office or other legal setting or any equivalent combination of experience and/or education from which comparable knowledge, skills, and abilities have been achieved.

Licensing/Certification Requirements

- AZ Driver's License
- AZ Fingerprint Clearance Card

Work Environment
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

Date Revised 11.05.2026