

SCHOOL DISTRICT OF ALACHUA COUNTY

ATTORNEY, STAFF

JOB DESCRIPTION

JOB CODE:	720200	BARGAINING UNIT ELIGIBILITY:	No
FLSA:	Exempt	PAY GRADE:	00
CONTRACT CODE:	05	SALARY SCHEDULE:	Administrative

QUALIFICATIONS:

- (1) Law degree from an approved accredited law school.
- (2) Member of the Florida Bar in good standing and authorized to practice law in the state of Florida.
- (3) Admitted or eligible to become a member of the Bar for the Federal District Court, Northern District of Florida, and for the Circuit Court of Appeals, Eleventh Circuit.
- (4) Minimum of five (5) years successful legal experience.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of Florida and federal laws and regulations pertaining to public education. Knowledge of collective bargaining and laws and regulations pertaining to public sector employment. Ability to communicate effectively orally and in writing. Ability to work with diverse groups and individuals. Knowledge of administrative procedures.

REPORTS TO:

Superintendent

JOB GOAL

To provide effective counsel to the Superintendent and the staff on legal issues affecting the District.

SUPERVISES:

Assigned Personnel

PERFORMANCE RESPONSIBILITIES:

- * (1) Counsel the Superintendent and staff in matters of a legal or technical nature relating to the interpretation of statutes, charters, ordinances, contracts, and federal and state regulations.
- * (2) Prepare and render legal opinions to the Superintendent and the staff, as requested.
- * (3) Prepare and conduct litigation and administrative law hearings as directed by the Superintendent, including, but not limited to, the preparation of all pleadings and trial and appellate briefs, negotiation between parties, the conduct of trial and hearings at the level of original jurisdiction or on appeal, and all other court or hearing appearances in order to represent most effectively the interests of the district.
- * (4) Represent the Superintendent in due process hearings, grievance/arbitration hearings, employee discipline proceedings, student discipline cases, bid protests and other administrative proceedings of the Board.

ATTORNEY, STAFF (Continued)

- * (5) Provide legal assistance in the drafting of legal documents, contracts, resolutions, applications and all other legal or quasi-legal papers upon request.
- * (6) Provide legal assistance in the drafting of state legislation proposed by the district for presentation to the state legislature, as requested.
- * (7) Maintain a current file of all legislation introduced in the state legislature and interpret the impact of such legislation on the interests of the district.
- * (8) Prepare, or review and approve, contracts and other legal documents and instruments before submission to Superintendent for execution or inclusion on Board agenda.
- * (9) Coordinate district responses to public records requests/subpoenas.
- * (10) Advise the Superintendent in all staff contract negotiations and assist in developing collective bargaining proposals.
- * (11) Attend IEP meetings and advise school personnel regarding compliance with exceptional student education mandates, as needed.
- * (12) Work collaboratively with school and District personnel.
- * (13) Attend meetings of the Board as required.
- * (14) Prepare, or review and approve, Board policies and amendments before submission to Superintendent and Board.
- * (15) Oversee responses to and compliance with public records requests.
- * (16) Cooperate and consult with the Board Attorney on legal matters involving the District, as appropriate.
- * (17) Assist with charter school application approval process and monitoring.
- * (18) Demonstrate proactive leadership and effective management skills to motivate and gain commitment of staff to facilitate task accomplishment.
- * (19) Utilize appropriate strategies to make decisions regarding planning, utilization of funds, delivering services and evaluation of services provided.
- * (20) Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment actions.
- * (21) Be knowledgeable of and adhere to Board policies.
- * (22) Assist in the interpretation of programs, philosophy and policies of the district to staff and the community.
- * (23) Interact with parents, outside agencies, business and community to enhance the understanding of district initiatives and priorities and to elicit support and assistance.
- * (24) Represent the district in a positive and professional manner and demonstrate support for the school district and its goals and priorities.
- * (25) Monitor district compliance with applicable codes, rules and statutes.
- * (26) Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate action. Keep Superintendent informed of potential problems or unusual events.
- * (27) Assist in the preparation and administration of the District and divisional budget.
- * (28) Participate in the development of policies and procedures.
- * (29) Attend meetings and conferences to promote professional growth and benefit the District.
- * (30) Maintain expertise in assigned areas to fulfill project goals and objectives.
- * (31) Prepare or oversee the preparation of all required reports and maintain updated and accurate records.
- * (32) Develop appropriate Board agenda items pertaining to areas of responsibility.

ATTORNEY, STAFF (Continued)

- * (33) Communicate effectively with the public, staff members, administrators, and other contact persons using tact and good judgment.
- * (34) Respond to inquiries and concerns in a timely manner.
- * (35) Model and maintain high ethical standards.
- * (36) Plan, implement and evaluate staff development activities of assigned personnel.
- * (37) Adhere to applicable safety standards.
- * (38) Follow attendance, punctuality and proper dress rules.
- * (39) Maintain confidentiality regarding school/workplace matters.
- * (40) Serve on school/district committees as required or appropriate.
- (41) Perform other duties as assigned.

**Essential Performance Responsibilities*

PHYSICAL REQUIREMENTS:

Light work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

- Salary and benefits shall be paid consistent with the Board's approved salary schedule.
- Length of the work year and hours of employment shall be those established by the Board.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Job Description Addendum No. 11

Adopted: 7/20/10