

SCHOOL DISTRICT OF ALACHUA COUNTY

ASSISTANT -- LEGAL

JOB DESCRIPTION

FLSA:	Exempt	BARGAINING UNIT ELIGIBILITY:	No
PAY	28	SALARY SCHEDULE:	Professional/Technical
GRADE:			

QUALIFICATIONS:

- (1) Associate or Paralegal degree from an approved accredited educational institution;
- (2) Minimum of five (5) years legal background, knowledge and experience; or
- (3) An equivalent combination of education and experience.

KNOWLEDGE, SKILLS AND ABILITIES:

Considerable knowledge of school law as it relates to students, court rules of procedures, Board policies and contracts with employee groups. Proficient in use of online legal research. Knowledge of legal practices and terminology. Organized and detail oriented with ability to multitask. Ability to prepare legal correspondence and documents, transcribe dictation, organize and maintain files and records. Ability to communicate effectively in a business environment. Ability to work independently or on a team. Understanding of basic business relationships and confidentiality principles. Knowledge of computer applications.

REPORTS TO:

Attorney, Staff

JOB GOAL

To provide effective technical legal assistance to the staff attorney, district staff, parents and the public.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- *(1) Perform preliminary research on matters requiring attention of staff attorney.
- *(2) Initiate district-level notice to parents regarding all student cases; schedule hearings with witnesses and school personnel; attend and assist at hearings; draft recommended orders and final; monitor each case as needed.
- *(3) Maintain a trial docket and calendar for all truancy cases; scheduling meetings with school personnel; attend and assist at hearings; draft orders of the court and submit to the judge for signature; provide notices to parents and staff regarding the court order.
- *(4) Maintain all Board final orders and corresponding index in compliance with state requirements.
- *(5) Draft and coordinate cooperative agreements and contracts with outside agencies/entities.
- *(6) Maintain database for all agreements/contracts requiring Board action.

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- *(7) Maintain a trial docket and calendar for all trial and appellate court cases, as well as cases before the School Board, Division of Administrative Hearings or Special Magistrate; assist in preparation of documents required; monitor cases through final hearing, post-hearing submittals or Board action.
- *(8) Maintain staff attorney budget.
- *(9) Prepare and submit agenda items to the Superintendent relating to student and employee cases and contracts.
- *(10) Provide effective technical legal assistance to district staff, parents and public.
- *(11) Receive incoming mail, review, and respond to routine matters as appropriate.
- *(12) Complete special projects and complex assistant duties.
- *(13) Adhere to applicable safety standards.
- *(14) Attend all staff meetings and workshops.
- *(15) Assist with maintaining a clean and orderly environment.
- *(16) Be knowledgeable of and adhere to Board policies and departmental procedures.
- *(17) Communicate effectively with the public, staff members, students, parents, administrators and other contact persons using tact and good judgment.
- *(18) Demonstrate initiative in identifying potential problems or opportunities for improvement. Keep supervisor informed of potential problems or unusual events.
- *(19) Demonstrate initiative in the performance of assigned responsibilities.
- *(20) Demonstrate support for the school district and its goals and priorities.
- *(21) Exhibit interpersonal skills to work as an effective team member.
- *(22) Follow attendance, punctuality and proper dress rules.
- *(23) Maintain confidentiality regarding school/workplace matters.
- *(24) Maintain expertise in assigned area.
- *(25) Manage time efficiently.
- *(26) Model and maintain high ethical standards.
- *(27) Participate in cross-training activities as required.
- *(28) Participate successfully in the training programs offered to increase skill and proficiency related to assignment.
- *(29) Prepare all required reports and maintain updated and accurate records.
- *(30) Represent the District in a positive and professional manner.
- *(31) Respond to inquiries and concerns in a timely manner.
- *(32) 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.

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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. 05

Adopted 10/19/10