

Job Title: **General Counsel**
 Job Family: **Non Certified Administrative**
 Pay Program: **Administrative**
 Prepared/Revised Date: **March 1, 2015**

Job Code: **3005**
 FLSA Status: **Exempt - E**
 Pay Range: **L 24**
 Work Year: **12 months**

SUMMARY: Provide, acquire, coordinate and monitor all legal services and legal compliance issues for the District. Ensure the District is protected through accurate legal advice to avoid the loss of District assets.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

| Job Tasks Descriptions | Frequency | % of Time |
|--|------------------|------------------|
| 1. Counsel administrators in all matters relating to students' rights, responsibilities and discipline. | D | 5% |
| 2. Investigate and research legal issues in all areas of District services operations to assist administrators in making legally defensible decisions. | D | 15% |
| 3. Advise the Board and Superintendent regarding emerging legal issues. | D | 15% |
| 4. Supervise, coordinate, assign and monitor tasks performed by outside legal counsel. | D | 10% |
| 5. Respond orally and through written memoranda to questions about application of District policies and procedures to situations at all levels of services and operation. | D | 8% |
| 6. Advise Special Education Department in all related legal matters, utilizing specialized knowledge. | W | 8% |
| 7. Draft or coordinate drafting of all legal documents including contracts, negotiated agreements and position statements. | W | 8% |
| 8. Anticipate all potential litigation and administrative claims, gather necessary information, perform investigations and align resources. | W | 5% |
| 9. Train administrators and staff at all levels concerning practical applications of school law. | Q | 5% |
| 10. Establish, publicize and participate in implementation of systems and strategies to ensure compliance with laws, regulations and policies. | M | 7% |
| 11. Coordinate the review, development, modification, suspension and/or deletion of District policies pertaining to all phases of District service and operation. | M | 3% |
| 12. Maintain files and retrieval systems for legal information of relevance to the District. | M | 1% |
| 13. Represent the District in all stages of adversary proceedings, with the exception of court cases, including labor grievances, civil rights complaints, appeals to Board, curriculum challenges and State Board of Education matters. | Q | 7% |
| 14. Perform other duties as assigned. | Ongoing | 3% |

EDUCATION AND RELATED WORK EXPERIENCE:

- Juris Doctor Degree.
- Minimum of five years of experience, preferably in K-12 school law and/or working in a law firm representing school district clients.
- Must successfully complete current district training for supervision of Classified Staff within one (1) year of entering position.

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire.
- Licensed by the Colorado Supreme Court.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Advanced interpersonal relations and written and oral communication skills.
- Intermediate ability to perform legal research on Internet and legal websites.
- Strong word processing, microcomputer and Internet skills.
- Ability to maintain confidentiality in all aspects of the job.

- Ability to promote and follow Board of Education policies, Superintendent policies, building and department procedures.
- Ability to communicate, interact and work effectively and cooperatively with all people, including those from diverse ethnic and educational backgrounds. Willingness to contribute to cultural diversity for educational enrichment.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Microcomputer.
- Word processing software application(s).
- Internet browsers.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

| | POSITION TITLE | JOB CODE |
|--------------------|----------------|----------|
| Reports to: | Superintendent | 3090 |

| | POSITION TITLE | # of EMPLOYEES | JOB CODE |
|------------------------|-----------------|----------------|----------|
| Direct reports: | Legal Assistant | 1 | 1344 |
| | Staff Attorney | 1 | 100626 |
| | Outside Counsel | Varies | N/A |

- Supervisory responsibilities include hiring, disciplining, terminating, directing work, assigning work, training and evaluating.

BUDGET AND/OR RESOURCE RESPONSIBILITY:

- Solely responsible for developing, administering, monitoring, coordinating and initiating requisitions for the District’s legal budget.

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

| PHYSICAL ACTIVITIES: | Amount of Time | | | |
|-------------------------------------|----------------|-----------|------------|----------|
| | None | Under 1/3 | 1/3 to 2/3 | Over 2/3 |
| Stand | | X | | |
| Walk | | X | | |
| Sit | | | X | |
| Use hands to finger, handle or feed | | X | | |
| Reach with hands and arms | | x | | |
| Climb or balance | X | | | |
| Stoop, kneel, crouch, or crawl | X | | | |
| Talk | | X | | |
| Hear | | X | | |
| Taste | X | | | |
| Smell | X | | | |

| WEIGHT and FORCE DEMANDS: | Amount of Time | | | |
|---------------------------|----------------|-----------|------------|----------|
| | None | Under 1/3 | 1/3 to 2/3 | Over 2/3 |
| Up to 10 pounds | | | X | |
| Up to 25 pounds | X | | | |
| Up to 50 pounds | X | | | |
| Up to 100 pounds | X | | | |
| More than 100 pounds | X | | | |

| MENTAL FUNCTIONS: | Amount of Time | | | |
|-------------------|----------------|-----------|------------|----------|
| | None | Under 1/3 | 1/3 to 2/3 | Over 2/3 |
| Compare | | | | X |
| Analyze | | | | X |
| Communicate | | | | X |
| Copy | | X | | |

| MENTAL FUNCTIONS: | Amount of Time | | | |
|--------------------------|-----------------------|------------------|-------------------|-----------------|
| | None | Under 1/3 | 1/3 to 2/3 | Over 2/3 |
| Coordinate | | | | X |
| Instruct | | X | | |
| Compute | | X | | |
| Synthesize | | | X | |
| Evaluate | | | | X |
| Interpersonal Skills | | | | X |
| Compile | | | | X |
| Negotiate | | | X | |

| WORK ENVIRONMENT: | Amount of Time | | | |
|---------------------------------------|-----------------------|------------------|-------------------|-----------------|
| | None | Under 1/3 | 1/3 to 2/3 | Over 2/3 |
| Wet or humid conditions (non-weather) | X | | | |
| Work near moving mechanical parts | X | | | |
| Work in high, precarious places | X | | | |
| Fumes or airborne particles | X | | | |
| Toxic or caustic chemicals | X | | | |
| Outdoor weather conditions | X | | | |
| Extreme cold (non-weather) | X | | | |
| Extreme heat (non-weather) | X | | | |
| Risk of electrical shock | X | | | |
| Work with explosives | X | | | |
| Risk of radiation | X | | | |
| Vibration | X | | | |

| VISION DEMANDS: | Required |
|---|-----------------|
| No special vision requirements. | X |
| Close vision (clear vision at 20 inches or less) | |
| Distance vision (clear vision at 20 feet or more) | |
| Color vision (ability to identify and distinguish colors) | |
| Peripheral vision | |
| Depth perception | |
| Ability to adjust focus | |

| NOISE LEVEL: | Exposure Level |
|---------------------|-----------------------|
| Very quiet | X |
| Quiet | |
| Moderate | |
| Loud | |
| Very Loud | |