



Job Title: General Counsel
Location: District Administration Center
Division / Department: Superintendent's Office / Human Resources
Reports to: Superintendent
Level / Grade: Non-Certified Support / IMRF
Type of Position: Full - time
Hours / Work Year: Exempt / 12 Month

Mission Statement:

Together, we empower, support, and motivate all students to thrive along their unique educational journey.

About the District:

Oswego Community Unit School District 308 is a Pre-Kindergarten to 12th grade unit school district that serves the communities of Oswego, Aurora, Joliet, Montgomery, Plainfield, and Yorkville. The District is the 7th largest public school district in Illinois and serves nearly 17,000 students. The community of Oswego, IL is 68 square miles and located approximately 46 miles west of Chicago, IL within an easy commute to all the recreational and cultural activities the city has to offer.

General Description:

General Counsel serves as the chief legal advisor to the District. They will lead and supervise department functions in collaboration with the Assistant Superintendent of Human Resources. The role is responsible for conducting and overseeing internal investigations, ensuring timely compliance with the Freedom of Information Act (FOIA), and providing strategic legal guidance to support compliance, transparency, and risk management across the District. This role serves as a senior member of the District's leadership structure, reporting directly to the Superintendent and Board of Education.

Performance Responsibilities:

- Leads and supervises department functions in collaboration with the Assistant Superintendent of Human Resources; the Assistant Superintendent retains primary ownership of recruitment efforts, hiring processes, and day-to-day HR operations, with the Chief Legal and Compliance Officer providing strategic oversight and alignment.
- Partner with the Assistant Superintendent of Human Resources on talent acquisition, employee relations, labor negotiations, compensation strategy, and HR compliance to ensure alignment with the District's mission and goals.
- Review and advise on collective bargaining agreements; serve as legal counsel during labor negotiations in coordination with the Human Resources team.
- Lead and conduct internal investigations involving personnel, student matters, complaints, and allegations of misconduct; prepare findings and recommendations.

- Ensure District compliance with the Illinois Freedom of Information Act (FOIA), including reviewing, coordinating, and responding to requests within statutory timelines.
- Advise on records management, document retention, and public records compliance.
- Provide guidance on sensitive matters, including employee discipline, student issues, and regulatory complaints.
- Draft, review, and revise policies and procedures related to investigations, transparency, and legal compliance.
- Coordinate with Human Resources and administration on employee relations matters, including grievances and complaints.
- Attend Board of Education meetings and advise on Open Meetings Act compliance.
- Manage or support litigation, claims, and administrative proceedings as needed.
- Develop and deliver training on FOIA compliance, investigative procedures, and legal best practices.
- Monitor legal developments related to public records, privacy, employment law, and investigations, and advise on operational impact.
- Serves as a member of the Senior Leadership Team and contributes to District-wide strategic planning, policy development, and Cabinet-level decision-making.
- Performs other duties as assigned by the Superintendent.

Qualifications:

- Juris Doctor (J.D.) from an accredited law school.
- Minimum of 5–10 years of legal experience, with preference for school, municipal, or public sector law.
- Experience working in a governmental or public school district environment is strongly preferred.
- Prior experience in Human Resources oversight, employee relations, or labor law strongly preferred.
- Strong knowledge of education law, employment law, and public sector legal issues.
- Demonstrated ability to lead and supervise a department or functional team.
- Excellent legal research, writing, and analytical skills.
- Ability to communicate complex legal concepts clearly to non-legal audiences.
- Demonstrated sound judgment, discretion, and ability to maintain confidentiality.
- Strong interpersonal, negotiation, and conflict-resolution skills.
- Prioritizes equity and rightful presence.

Competencies:

The following competencies are representative of specific skills, abilities, and attributes that must be demonstrated to perform this job successfully.

- **Analytical Skills:** Synthesizes complex or diverse information. Collects and researches data. Uses intuition and experience to complement data. Identifies data relationships and dependencies. Designs workflows and procedures.
- **Communications:** Expresses ideas and thoughts verbally. Expresses ideas and thoughts in written form. Exhibits good listening and comprehension. Keeps others adequately informed. Selects and uses appropriate communication methods.
- **Conflict Resolution:** Encourages open communications. Confronts difficult situations. Maintains objectivity. Keeps emotions under control. Uses negotiation skills to resolve conflicts.
- **Planning & Organization:** Prioritizes and plans work activities. Uses time efficiently. Plans for additional resources. Integrates changes smoothly. Sets goals and objectives. Works in an organized manner.

- **Problem Solving:** Identifies problems in a timely manner. Gathers and analyzes information skillfully. Develops alternative solutions. Resolves problems in early stages. Works well in group problem solving situations.
- **Judgment:** Displays willingness to make decisions. Exhibits sound and accurate judgment. Supports and explains reasoning for decisions. Includes appropriate people in the decision making process. Makes timely decisions.
- **Managing People:** Provides direction and gains compliance. Includes subordinates in planning. Takes responsibility for subordinates' activities. Makes themself available to subordinates. Provides regular performance feedback. Develops subordinates' skills and encourages growth.
- **Teamwork:** Balances team and individual responsibilities. Exhibits objectivity and openness to others' views. Gives and welcomes feedback. Contributes to building a positive team spirit. Puts the success of the team above their own interests.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to stand, walk, sit, talk, and hear. The employee is frequently required to reach with hands and arms, stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust focus.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters when performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties. The employee may experience constant interruptions and inflexible deadlines. The noise level in this environment is quiet to moderate. Duties are performed primarily indoors and occasionally outdoors. In-district and out-of-town travel required as necessary for training and/or to carry out duties and responsibilities.

The information contained in this job description is in compliance with the Americans with Disabilities Act and is not an exhaustive list of the duties performed for this position. Additional duties performed by the individual holding this position may be assigned.

FLSA Status: Exempt

Salary Schedule: \$170,000 – \$230,000 (commensurate with experience)

Bargaining Unit: Non-Bargaining

Approved Date: 4/21/2026