

Assistant General Counsel

Job Description



Job Title:	Assistant General Counsel	FLSA:	Exempt
Reports to:	General Counsel	Pay Grade:	EXDIR
Dept./School:	Legal Department Donaldson Administration Building	Calendar Days:	226
Contract:	Probationary/Term	Revised:	10.4.22

Primary Purpose

Assist the Assistant General Counsel in providing timely and quality legal advice, services, and professional training to the Board of Education, the superintendent and administrative staff relative to all laws, rules, and regulations affecting education. Represent the district and administrative staff in judicial and administrative proceedings, grievances, employee disciplinary matters, and coordinate responses to investigations by state and federal agencies. Serve as the district's Public Information Officer.

Qualifications

Education/Certification:

- Juris Doctor Degree or equivalent
- Licensed by the State Board of Law Examiners of Texas as an Attorney admitted to practice before the Supreme Court of Texas

Special Knowledge/Skills:

- Knowledge of local, state, and federal laws, and regulations relating to public school law, employment discrimination, business contracts, and the Texas Public Information Act
- Knowledge and experience in special education law and Section 504 (Preferred)
- Demonstrated legal research and writing skills
- Thorough knowledge of the legislative process
- Ability to read and interpret documents such as law, policy, and procedures
- Ability to communicate effectively in both written and oral forms with all levels of management, both internal and external to the district
- Excellent public relations, organizational, communication, and interpersonal skills

Experience:

- Minimum five (5) years of legal experience or equivalent relevant experience

Major Responsibilities and Duties

Legal Representation

1. Manage responses to public information requests and timely request opinions from the Texas Attorney General regarding requests under the Texas Public Information Act.

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2. Draft, review, and revise legal documents including position statements for investigations under various federal and state laws before the U.S. Equal Employment Opportunity Commission, U.S. Office of Civil Rights, Texas Workforce Commission, Texas Education Agency, and other agencies.
3. Handle judicial proceedings and administrative hearings including contract termination and non-renewal appeals, grievances, police officer F-5 appeals, and other hearings before the State Office of Administrative Hearings.
4. Provide legal advice on various legal issues including contracts, employment law, student discipline, special education, Section 504, and family law.

Legal Oversight

5. Comply with policies established by federal and state law and local board policy and serve as the district's Public Information Officer.
6. Monitor and interpret the impact of proposed or enacted legislation.

Reporting

7. Compile, maintain, file, and present all reports, records, and other documents as required.

Professional Growth and Development

8. Pursue continuous improvement and growth in knowledge of leadership skills and legal issues pertaining to employment and school law.

Other

9. Perform other duties as assigned by the General Counsel and the Superintendent of schools.

Supervisory Responsibilities

Supervision of assigned staff

Evaluation

The Assistant General Counsel's evaluation is a responsibility resting with the General Counsel. An evaluation shall be completed in writing at least once a year.

Work Environment

Mental Demands: Work with frequent interruptions, maintain emotional control under stress

Tools/Equipment Used: Standard office equipment including personal computer and peripherals

Posture: Frequent sitting and standing; occasional bending/stooping, pushing, pulling, and twisting

Motion: Repetitive hand motions; frequent keyboarding and use of mouse; occasional reaching

Lifting: Occasional light lifting and carrying (less than 15 pounds)

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This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.