JOB TITLE: PARALEGAL SR
PAY GRADE: AP2

FLSA STATUS: EXEMPT
DATE REVISED: 04/14/2023 HC

DUTY DAYS: 226
LEGACY JOB CODE: 22476

FUNDING SOURCE: THIS POSITION IS LOCALLY FUNDED

AUSTIN ISD EQUITY STATEMENT:

Austin ISD is committed to developing shared definitions and expectations of equity across our District that are consistent with our Board priorities. The definition of equity from the National Equity Project will guide our transformational work.

- Educational equity means that each child receives what they need to develop to their full academic and social potential. Working Towards Educational Equity:
- Ensuring equally high outcomes for all participants in our educational system; removing the predictability of success or failures that currently correlates with any social or cultural factor:
- Interrupting [Disrupting] inequitable practices, examining biases, and creating inclusive multicultural school environments for adults and children; and
- Discovering and cultivating the unique gifts, talents, and interests that every human possesses.

https://nationalequityproject.org/

-Austin ISD Board President, February 2019

MINIMUM QUALIFICATIONS:

An Associate’s degree or completion of specialized paralegal courses from an accredited vocational/technical school or college is required. Three (3) to six (6) years of related experience in the education field is preferred.

SKILL REQUIREMENTS:

This position requires knowledge of legal terminology, statutes and codes, legal research methods and techniques, and cost accounting. Incumbent must have knowledge of school district operations, policies, procedures, rules, and regulations. Incumbent will have the ability to communicate effectively in both oral and written form and must be proficient in word processing and spreadsheets. Incumbent must be able to work independently and provide judgment and discretion in handling confidential information.

JOB PURPOSE AND RESPONSIBILITY:

Incumbent is responsible for providing professional support services to the district’s attorneys by performing legal research, drafting legal memoranda and documents as well as routine business correspondence, managing attorney calendars, briefing cases, interviewing witnesses, assisting in litigation, and serving as the liaison between campus employees and legal representative for the District.

ESSENTIAL FUNCTIONS:

- Research and analyze law sources such as state and federal statutes, recorded judicial decisions, legal articles, legal codes, and case law.
- Research and prepare drafts of contracts, agreements, pleadings, and motions for filing with appropriate regulatory agency or court.
▪ Compile and draft responses to interrogatories, discovery requests, and reviews documents for relevancy for hearing and trial notebooks.
▪ Organize and summarize case files. Coordinate, assemble, and prepare exhibits, affidavits, deposition summaries, and other documents for use in legal proceedings including (but not limited to) employee grievances, student/parent complaints, due process hearings, appeals, etc.
▪ Interview witnesses and prepare appropriate documents for testimony at hearings and depositions.
▪ With attorney input, provide guidance, direction, legal updates, and technical assistance to campuses/departments relative to various legal matters.
▪ Serve as litigation support for external counsel.
▪ Monitor legal expense budget and create data to develop analyses, reports, key performance indicators and Executive Limitations monitoring reports.
▪ May draft agenda items and formulate resolutions for Board action.
▪ Review litigation files and summarize pleadings into a viable document for review by the attorneys, Superintendent and Board of Trustees.
▪ Provide assistance in the preparation of training materials and outlines.
▪ Maintain attorney calendars, including scheduling hearings, interviews, filing deadlines and other time-sensitive activities.
▪ Receive and respond to telephone calls, emails, and other messages from district employees and members of the community.
▪ Provide an exceptional customer experience for all AISD stakeholders with intentional and professional practices that promote a culture of respect and focus on achieving equitable outcomes.

**OTHER DUTIES AS ASSIGNED:**

Perform other related duties as assigned; however, all employees are expected to comply with lawful directives in rare situations driven by need where a team effort is required.

**PHYSICAL EFFORT AND WORK ENVIRONMENT:**

This position involves working in a normal office setting with no unusual physical demands or exposure to hazardous situations. This position may involve rare exposure to blood or body fluids. Regular attendance is required for this position.

**PERSONAL WORK RELATIONSHIPS:**

This position reports directly to the General Counsel. This position has contact with Administrators and Campus Principals.
The Austin Independent School District, as an equal opportunity educational provider and employer, does not discriminate on the basis of race, color, ethnicity, religion, national origin, gender, disability, sexual orientation, genetic information, gender identity, or gender expression or any other basis protected by law in educational programs or activities that it operates or in employment decisions.

I have read & acknowledge the job description above.

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