AUSTIN ISD
JOB DESCRIPTION

JOB TITLE: DEPUTY GENERAL COUNSEL          PAY GRADE: AP14

JOB CODE:                                    FLSA STATUS: EXEMPT          DATE REVISED: 12/01/2023 HC
DUTY DAYS: 226                           LEGACY JOB CODE:
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:

A Juris Doctorate degree from an accredited law school and to be a member in good standing of the State Bar of Texas or able to obtain licensure within 1 year of hire is required. Five (5) years of applicable experience is required. Experience in an urban K-12 school setting is strongly preferred.

SKILL REQUIREMENTS:

This position requires thorough knowledge and understanding of the Texas and Federal Education Law. Candidate must have thorough knowledge of Federal, State, and Local rules and regulations pertaining to the K-12 institutions. Candidate must have effective communication, presentation, and management skills. Candidate must have excellent oral and written communication skills. Candidate must have strong legal acumen, having practiced law. Candidate must demonstrate a high EQ and able to navigate complex environments to reach solutions. Candidate must have in-house experience and can work with teams and people across the enterprise, providing legal and business advice in order to achieve desirable outcomes. Candidate must have experience identifying and solving issues pertinent to a myriad of legal areas, such as: contracts, labor and employment, special education, and state and federal education laws. Candidate must be able to read, write, and speak/communicate in English in order to receive and provide work-related information in a timely manner to other employees, supervisors, principals, school personnel, volunteers, visitors, and students.

JOB PURPOSE AND RESPONSIBILITY:

This position provides in-house legal counsel, representation, and legal research on school district matters. This position will report to the General Counsel and is expected to lead the Office of the General Counsel in the absence of the General Counsel.

ESSENTIAL FUNCTIONS:

- Prepare and renders legal advice and opinions to the District on various issues and inquiries.
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- Coordinate responses to investigations by the U.S. Department of Education, Office of Civil Rights, Texas Education Agency, and other state and federal agencies.

- Provide legal advice to the District under the direction of the General Counsel.

- Monitor litigation and matters handled by outside law firms.

- Assist in legal and litigation matters handled by outside firms employed by the Austin ISD.

- Review contracts and provides legal advice on the drafting of documents, rules and regulations, resolutions, contracts, and agreements.

- Conduct professional development/training and prepares training materials for designated staff regarding timely, pertinent legal issues.

- Remain current with Federal and state laws and rules impacting Austin ISD policies and procedures.

- Prepare for and represents the school District in litigation and administrative hearings, as assigned by the General Counsel, including drafting of necessary pleadings.

- Attend and provide advice at District and District-related meetings, as directed by the General Counsel.

- Assist in the development and revision of District policies and administrative procedures.

- Research and analyze federal law and regulations, policy guidance, and case law.

- Assist District administrators in coordinating or preparing responses to investigations by the U.S. Department of Education, Office of Civil Rights, Texas Education Agency, EEOC, and other state and federal agencies.

- Perform other duties as assigned.

- Provide an exceptional customer service experience for all AISD stakeholders with intentional and professional practices that promote a culture of respect and focus on achieving equitable outcomes.

PHYSICAL EFFORT AND WORK ENVIRONMENT:

The physical demands are those that must be met by an employee to successfully perform the essential functions of this job. Work is generally performed in a standard office environment but may require some travel to different District locations. At times, remote work may be expected due to governmental orders or District directives. Regular attendance is required for this position. Attorney must be able to prioritize work to meet deadlines, have a calm demeanor, and work cooperatively with others.

PROFESSIONAL WORK RELATIONSHIPS:

Incumbent will have frequent contact with other Austin ISD administrators, staff, government officials and members of the community. This position reports to the General Counsel.
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.

Employee Signature:  
Date: 