AUSTIN ISD
JOB DESCRIPTION

JOB TITLE: ASSOCIATE GENERAL COUNSEL
PAY GRADE: AP13

FLSA STATUS: EXEMPT
DATE REVISED: 12/01/2023 HC

JOB CODE: 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:

This position requires a JD degree from an accredited law school. A minimum of three (3) years of applicable experience is required. Must have experience with Contract Management, Contract Development, and Procurement Management.

SKILL REQUIREMENTS:

This position requires knowledge and understanding of Texas education law, which includes contracts, state and federal law pertinent to governmental entities, labor and employment, procurement, and other rules and regulations pertaining to the District. This position requires thorough knowledge and understanding of the legal system. Candidate must have effective communication, presentation, and management skills. The candidate must have excellent oral and written communication skills. 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 may include matters pertinent to bonds, contracts, labor and employment law, procurement, open meetings act, public information act, litigation, constitution law, and construction and property issues.

ESSENTIAL FUNCTIONS:

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

Coordinate responses to the City of Austin, Travis County, and other governmental entities.

Review and provide legal counsel on potential contractual disputes on behalf of the district.

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

Conduct professional development/training and prepare training materials for designated staff regarding school law issues.

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

Provide legal assistance in the drafting of proposed legislation.

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

Represent Austin ISD in litigation matters in federal and state courts and administrative hearings and assists with monitoring matters handled by outside law firms hired by the Austin ISD.

Receive and respond to telephone inquiries from staff, as related to legal issues.

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:

The incumbent will have frequent contact with other Austin ISD administrators, staff, and government officials. This position reports to the Chief Financial Officer but may also receive guidance and direction from the General Counsel on pending legal issues and formal legal responses on behalf of the District.

I have read & acknowledge the job description above.

Employee Signature: [Signature]  Date: [Date]