



Department: Deputy General Counsel

Reports to: General Counsel

Classification: Level 16

Exempt Status: Exempt

Job Summary:

The Deputy General Counsel for ISD 196 (Rosemount-Apple Valley-Eagan Public Schools), serves as a senior legal advisor to the district, supporting the General Counsel in managing the district's legal affairs. This position involves providing broad legal advice and counsel across numerous areas critical to K-12 public education, ensuring the district's compliance with federal, state, and local laws.

Duties and Responsibilities

- Drafts, reviews and negotiates contracts with school district vendors and contractors; drafts, reviews and negotiates leases, purchase agreements, easements and other documents related to real property; represents the school district in disputes with vendors and contractors.
- Serves as the school district's Election Official and coordinates school district elections, with primary responsibility for ensuring the proper completion of election related processes and paperwork, including notices, resolutions, ballot forms and filings. Manages the budget for school district elections.
- Provides counsel and representation on legal issues pertaining to the provision of special education to students with disabilities.
- Serves as resource to administration and school district staff with regards to day-to-day legal questions and concerns.
- Responds to complaints and charges of discrimination and harassment brought against the school district and filed with the Equal Employment Opportunity Commission (EEOC), Minnesota Department of Human Rights (MDHR), and Office of Civil Rights (OCR).
- Responds to other federal, State and local agency complaints brought against the school district.
- Monitors state and federal legislation and assists the school district's efforts to update its practices and policies to remain current with the law.
- Assists with responding to data requests and provide advice and counsel on data practices and records retention related matters.
- Provides legal opinions, legal interpretations, and recommendations to district administration for the purposes of ensuring the district maintains compliance with local, state, and federal law, Minnesota Department of Education (MDE) policies, practices, and general legal principles affecting the public school system.



- Consults and supports Human Resources on employment and labor law matters, including representation for the resolution of grievances and arbitrations.
- Provides counsel regarding investigations, in collaboration with and in support of the Director of Human Resources and other administrators, to ensure timely closure to all complaints, including but not limited to discrimination investigations and employee and student disciplinary investigations.
- Reviews and interprets court orders presented to the school district for implementation.
- Prepares necessary legal correspondence on behalf of the school district.
- Monitors state and federal legislation and assists the school district's efforts to update its practices and policies to remain current with the law.
- Supervises the preparation and submission of required federal, state, and district reports relating to the areas of responsibility.
- Occasionally presents oral or written reports to the School Board.
- Provides training and presentation to school district staff within areas of responsibility.
- Performs other duties as assigned by the General Counsel.

Education and/or Experience

- B.A. degree
- Law degree (J.D.)
- At least three years of experience practicing law, preferably with experience in the areas of education law, public sector law, election law, contracts, construction law, property law and special education law.
- Effective interpersonal, oral and written communication skills.
- Current Minnesota attorney license.

Knowledge, Skills & Abilities

- Skilled in verbal and written communication to a diverse audience.
- Skilled in problem analysis, data collection, and problem-solving.
- Ability to respond to common inquiries or complaints from administrators, employees, students, general public, and School Board.
- Ability to effectively present information to and respond to questions from administrators, employees, students, general public, and School Board.
- Experience preparing and presenting effective written and oral reports, recommendations, district policies and procedures.



- Experience and ability to work cooperatively across a complex organization and numerous stakeholders. Knowledge of legal principles and practices, including civil, constitutional, education, public sector, contract, labor and employment, administrative, and business law and procedures.
- Knowledge of regulatory powers, limitations, authorities, and responsibilities of the board of education.
- Knowledge of pertinent Federal, State, and local laws, regulations and court decisions relating to education.
- Experience with and knowledge of school district labor organizations and collective bargaining agreements; principles and practices of negotiations and collective bargaining.
- Maintain current knowledge of provisions of applicable Federal, State, and District laws, rules and regulations.
- Prepare and present complex data in written and oral reports and represent the District in a variety of public settings.
- Ability to maintain regular attendance, which includes completing an assigned day, and attending evening, including all school board meetings, and weekend obligations.
- Ability to use computer and relevant applications.

Physical Demands

- While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; talk; and hear.
- The employee is occasionally required to stand; walk; reach with hands and arms; and lift and/or move up to 10 pounds.
- Specific vision abilities required by this job include close vision and the ability to adjust focus.

Work Environment

- Most work is performed in an office or school building. Ability to travel to various district sites is occasionally required. The noise level in the work environment is usually quiet.