



ASSISTANT DISTRICT COUNSEL

QUALIFICATIONS

- Member of the Mississippi Bar
- Authorized to practice law in the State of Mississippi
- Minimum three years legal experience preferred
- General knowledge of federal and Mississippi's general and school law

REPORTS TO

District Counsel

SUPERVISES

N/A

JOB GOAL

To advise, in the absence of the district counsel, the superintendent and members of the administrative staff on legal issues concerning the operation of the school district and to assist the board's general counsel, in the absence of the district counsel, in the performance of its legal services to the board.

ESSENTIAL FUNCTIONS

- Assist District Counsel to provide routine legal advice and assistance to the superintendent and administrative staff with regard to matters of a legal or technical nature relating to the interpretation of statutes, charters, ordinances, contracts, and federal and state regulations
- Prepare and render legal opinions on school matters upon request of the superintendent or staff
- Monitors legislation and its impact on district operations
- When necessary, assist general counsel in preparation and conduct of litigation and administrative hearings
- Attend meetings of the administrative staff as required
- Assist and advise the administrative staff with regard to public purchasing matters and the development of bid specifications
- Provide assistance to general counsel in the coordination of the handling of legal matters for the school district
- Coordinate activities with duties and activities of general counsel
- Perform other related duties as requested or assigned including compilation of registry of frequently asked questions and conducting investigations

EVALUATION

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

SALARY INFORMATION

Classification: Assistant District Counsel
Scale: Administrative Salary Scale
Grade: G
Days Employed: 246 per school year
Range: \$57,200.00 - \$80,000.00 annually
Overtime: Exempt

CODES

MS Personnel/Accreditation Data: 751004 (Attorney)
JPSD Job Position Title: N0304