



STAFF ATTORNEY

QUALIFICATIONS

Member of the Mississippi Bar

Minimum 0 - 3 years legal experience

General knowledge of federal and Mississippi's school laws

REPORTS TO

General Counsel/Title IX Coordinator

SUPERVISES

N/A

JOB GOAL

To assist in providing pro-active legal services; and coordinate with counsel in defending the district.

ESSENTIAL FUNCTIONS

Assists in preparation and conduct of litigation and administrative hearings

Assists in the coordination of the handling of legal matters for the school district, and development of strategies, arguments, and motions in preparation for cases in defending suits filed against the district

Provides routine legal advice and assistance to the 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 laws regulations

Prepares and renders legal opinions on school matters

Coordinates work with General Counsel and Deputy Counsel

Attends meetings of the administrative staff as required

Assists in conducting of seminars and in-service training programs for employees of the school district

Assists and advises the administrative staff with regard to public purchasing matters and the development of bid specifications

Coordinates activities with duties and activities of general counsel

Performs other related duties as requested or assigned



EVALUATION

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

SALARY INFORMATION

Classification:	Staff Attorney
Scale:	Administrative Salary Scale
Grade:	H
Days Employed:	246 per school year
Range:	\$62,200.00 - \$85,000.00 annually
Overtime:	Exempt

CODES

MS Personnel/Accreditation Data:	751004 (Attorney)
JPSD Job Position Title:	N0298