



## PARALEGAL/PI SPECIALIST

Rev. July 2025

**Job No.:** 5806

**Reports to:** General Counsel

**Dept./Campus:** Legal Services

**FLSA Status:** Non-exempt

**Pay Grade:** 508

**Term:** 237 Days

### PRIMARY PURPOSE:

Under general supervision and according to established policies and procedures, performs a variety of duties to assist the General Counsel. Receive, respond, and process all Texas Public Information Act requests. Coordinate grievances and complaints. Assist General Counsel with Board Policy updates. Handle confidential information and frequent contact with all levels of district employees, outside agencies, and the general public. Assist General Counsel with a variety of legal issues.

### MAJOR RESPONSIBILITIES AND DUTIES

- Receive, review, process and respond to all Public Information Act requests.
- Ensure all Texas Public Information Act requests are in legal compliance, including determination of redactions and information to provide or withhold, calculating costs, and submitting information to the Attorney General for review.
- Communicates with requestors to obtain clarification, answering questions and providing excellent customer service.
- Stays current regarding Texas Public Information Acts by attending relevant workshops and reading professional literature.
- Assists General Counsel with School Board Policy updates by communicating with TASB liaison, maintaining and organizing policy updates, communicating with personnel about policy revisions, managing the process to distribute information and make revisions as needed.
- Performs assigned legal research tasks using all available resources including libraries and computer data systems.
- Reviews and analyzes matters for the purpose of preparing matter evaluations and status reports to General Counsel.
- Assist General Counsel and campuses with subpoenas, court orders, and parental rights questions.
- Handle and assist with questions and requests that fall within the level of responsibility in consultation with General Counsel.
- Coordinate grievance responses by communicating with students, parents, and personnel; scheduling grievance conferences, assisting with timelines and response deadlines.
- Receive and process certain subpoenas and requests.
- Demonstrates regular and prompt attendance.
- Perform other duties as assigned.

### SUPERVISORY RESPONSIBILITIES

- None.

### GENERAL QUALIFICATION GUIDELINES

#### Education/Certification/Experience:

- Associate degree in legal studies or equivalent combination of training/experience to demonstrate ability to do the job.
- Experience as a paralegal; public school district experience preferred; litigation preferred

All LISD employees are expected to maintain an extreme degree of confidentiality by following the *Family Educational Rights and Privacy Act (FERPA)* for student information and the *Health Insurance Portability and Accountability Act of 1996 (HIPAA)* for employee and student information.

**Knowledge/Skills/Abilities:**

- Knowledge of legal principles and practices at a level normally acquired through formal paralegal training or its equivalent; district policies including the Texas Public Information Act (TPIA), Federal Freedom of Information Act (FOIA) and the Family Education Rights and Privacy Act (FERPA); how to draft and respond to formal written discovery; public school operations, policies, and legal compliance; and the philosophy, goals, and policies of Leander ISD.
- Skills in organization; communication; customer service; interpersonal relations necessary to communicate by phone and in e-mail.
- Ability to analyze problems and situations quickly, draw logical conclusions, perform legal research with online research libraries; plan and implement an effective course of action; proofread typed material for contextual, grammatical, typographical and spelling errors; use computer and software to develop spreadsheets, to create and maintain databases and perform word-processing; effectively; accept responsibility with limited supervision review and redact information as needed to comply with applicable laws and policies; manage many tasks at once, prioritize tasks, and manage time; communicate effectively and professionally with staff and public; and exercise good judgment and discretion in dealing with confidential information.

**Mental/Physical/Environmental Demands:**

*The essential functions, pursuant to the Americans with Disabilities Act, may include the characteristic duties, responsibilities, knowledge, skills, and abilities noted herein; however, this is not a comprehensive listing of all functions and tasks performed by positions found in this job description.*

- Needs to occasionally move about inside the office to access file cabinets, office machinery, etc.
- Constantly operates a computer and other office productivity machinery, such as a calculator, copy machine, and computer printer.
- Frequently communicates with other employees or the public.
- Must be able to exchange accurate information.
- Ability to understand, remember, and communicate routine, factual information.
- Ability to organize and prioritize own work schedule on short-term basis.
- Ability to make decisions which have moderate impact on immediate work unit.
- Ability to compose letters, outlines, memoranda, and basic reports and/or to orally communicate technical information.
- Ability to communicate with individuals utilizing a telephone, computer, or other electronic device.
- Use standard office equipment including personal computer and peripherals.
- Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting.
- Repetitive hand motions including frequent keyboarding and use of mouse; occasional reaching.
- Occasional light lifting and carrying (less than 15 pounds).
- Work with frequent interruptions.
- Maintain composure and professionalism at all times.