



## PARALEGAL

Rev. July 2025

**Job No.: 5805**

**Reports to:** General Counsel

**Dept./Campus:** Legal Services

**FLSA Status:** Non-Exempt

**Pay Grade:** 508

**Term:** 226 Days

### PRIMARY PURPOSE:

To assist the General Counsel and Staff Attorney with variety of legal issues including, but not limited to special education, family law, contract review, and Board Policy. Coordinates with retained counsel, opposing counsel, advocates, outside agencies, and courts.

### MAJOR RESPONSIBILITIES AND DUTIES

- Assist General Counsel, Staff Attorney, and/or retained counsel in legal proceedings.
- Calendar deadlines and assist in meeting deadlines.
- Receive, review, process, and coordinate responses to all requests for Special Education Due Process Hearings, requests for TEA mediation, Office for Civil Rights complaints, and Notices of TEA Complaint Investigations.
- Work with General Counsel, Staff Attorney, and Special Education administration to assign special education legal matters to retained counsel, as needed. Coordinate with retained counsel and General Counsel for legal representation in special education matters.
- Assist counsel with litigation needs, including preparing Disclosures, Discovery, Trial Notebooks, witness preparation, subpoenas, and responses to discovery requests.
- Communicate and coordinate with Texas Education Agency staff, parent advocates and legal representatives, and State Office of Administrative Hearing personnel in special education matters. Communicate efficiently and professionally to resolve issues.
- Assist with grievances, Public Information Act requests, student records requests, and subpoenas.
- Stay current and knowledgeable with all laws, rules, and regulations related to Special Education, including the IDEA and Texas Administrative Code, by attending relevant workshops, trainings, and reading professional literature.
- Keep District staff members apprised of status of legal matters, including updates on legal proceedings, mediations, complaints, and due process hearings, as needed.
- Review and organize educational records, draft chronologies, and analyze information in order to evaluate relevant legal issues.
- Draft, review, and revise legal documents as needed.
- Perform assigned legal research tasks using all available resources including libraries and computer data systems.
- Reviews and analyzes special education matters to preparing case evaluations and status reports to General Counsel.
- Periodic travel within District.
- 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 Paralegal-level, preferably in the area of litigation. Experience reviewing, drafting, and responding to Requests for Discovery, including subpoenas; preparing attorneys for hearings and/or trial and working with special education issues.

**Knowledge/Skills/Abilities:**

- Knowledge of school law, administrative hearings, and/or governmental law; legal principles and practices at a level normally acquired through formal paralegal training or its equivalent; special education/IDEA compliance; 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
- Skill in organization; communication; customer service; interpersonal relations necessary to communicate by phone and in e-mail.
- Ability to handle multiple matters and meet deadlines in fast-paced environment; analyze problems and situations quickly, draw logical conclusions, perform legal research with online research libraries; communicate effectively and professionally; handle variety of tasks and responsibilities; manage time and prioritize work responsibilities; 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 public.
- Must be able to exchange accurate information.
- Ability to compute, analyze and interpret numerical data for reporting purposes.
- 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.

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.

- Repetitive hand motions including frequent keyboarding and use of mouse; occasional reaching.
- Occasional light lifting and carrying (less than 15 pounds).
- May work prolonged or irregular hours.
- Work with frequent interruptions.
- Maintain composure and professionalism at all times.