



**Position:** Administrator

**Assignment:** Staff Attorney

**Wage/Hour Status:** Exempt

**Reports To:** General Counsel

**Pay Grade:** AP680/240 days

**Dept./School:** Office of Legal Services

**Date Revised:** Spring 2024

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**Primary Purpose:**

Assists General Counsel with legal representation in various aspects of the law concerning District-related matters.

**Qualifications:**

**Minimum Education/Certification:**

- Doctor of Jurisprudence degree from an accredited university
- Licensed to practice law in the State of Texas and in good standing

**Special Knowledge/Skills/Experience:**

- Experience in drafting and negotiating contracts and other legal documents
- Knowledge of laws related to procurement and purchasing
- Ability to conduct legal research and interpret law, policy, and procedures
- Knowledge of the Texas Public Information Act
- Exceptional organizational, communication, and interpersonal skills
- Experience representing a school district or other governmental entity in general school law matters and handling procurement and purchasing matters preferred

**Major Responsibilities and Duties:**

- Ensure legal services provided support the goals and objectives of the district
- Assist with monitoring compliance with competitive procurement and purchasing contract requirements
- Negotiate, review, and draft contracts and other legal documents
- Assist with personnel and student legal issues, as needed
- Represent the District in administrative and judicial proceedings, as needed
- Seek clarification and recommendations from governmental agencies and regulatory bodies, as needed
- Assist with responses to investigations by the Texas Education Agency, U.S. Department of Education, and other administrative or regulatory agencies
- Assist with the preparation of documents and pleadings, as needed, with cases served on the District and its employees
- Provide assistance and advice regarding District records, including requests under the Texas Public Information Act and Family Educational Rights and Privacy Act
- Assist in the formulation and drafting of policies and regulations
- Assist with professional development and training for staff as needed
- Comply with policies established by local Board policy and state and federal law, including State Board of Education rules
- Maintain a positive and effective working relationship with the General Counsel, Superintendent, Department Leaders and Board of Trustees

- Effectively communicate with colleagues
- Other duties and assignments as required by the General Counsel
- Supervise all assigned personnel

**Mental Demands/Physical Demands/Environmental Factors:**

- Standard office equipment including personal computer and peripherals
- Prolonged sitting; occasional bending/stooping, pushing/pulling, climbing and twisting
- Repetitive hand motions including frequent keyboarding and use of mouse; constant reaching; frequent standing and walking
- Occasional light lifting (up to 30-40 pounds)
- May work prolonged and irregular hours; frequent districtwide and statewide travel
- Work with frequent interruptions, maintain emotional control under stress

**OTHER:** All employees are to follow district safety protocols and emergency procedures.

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The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required. This position is an in-person job and is to be performed at the location specified. It does not qualify for remote work or work from home status.

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Signature

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Date

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Print Name