Dear Applicant:

Thank you for your interest in applying for the position of Attorney 3 with the Iowa Department of Education. Attached for informational purposes are a Job Opening Announcement and a Position Description Questionnaire.

In order to be considered for this position, the applicant must provide all requested information regarding the stated qualifications. Applications for this position must be submitted online through TeachIowa.gov. The selection process consists of these steps:

I. Each applicant should submit the following:
   A. Completed application form.
   B. Cover letter describing your interest in the position.
   C. Current resume/vita, which address the qualifications for this position.
   D. Current set of college/university transcripts, including all training related to the position.
   E. Three current letters of recommendation, which address the qualifications for the position.
   F. Names of at least three other references with addresses and telephone numbers.

Letters of recommendation and transcripts should be uploaded to TeachIowa.gov.

II. Based upon the initial screening process, selected applicants will be invited to participate in a formal interview with department staff.

III. The formal interview will last approximately one hour in length. The same questions will be asked of all those interviewed. There will be an opportunity to ask the committee members questions as part of the interview process.

If your application for this position should be kept confidential, please indicate that in your application materials. Should you have any questions related to the selection process, please contact me. Again, thank you for your interest in becoming a consultant with our department.

Sincerely,

Kayli Burkhart
Human Resources Associate
Iowa Department of Education

Attachments
JOB OPENING ANNOUNCEMENT
IOWA DEPARTMENT OF EDUCATION

POSITION: Attorney 3

PAY GRADE: Pay Plan 000, Pay Grade 38
Salary Range - $3,241.60 - $4,613.60 biweekly
$84,281.60 - $119,953.60 annually

LOCATION: Grimes State Office Building – Des Moines

WORK UNIT: Department of Education; Office of the Director

DESCRIPTION: The person in this position will perform administrative/legal work representing the Department of Education as the agency’s chief legal counsel. Responsibilities include assisting the Director and staff with legal functions of the Department; researching legal issues and providing advice, information and professional development on legal issues; coordinating with the Attorney General’s Office; acting as the attorney for the State Board of Education; reviewing contracts, agreements and other legal documents; providing assistance with personnel issues and procedures; making recommendations related to legislative changes in the Code; assisting with the development of administrative rules; and providing consultative services for the Department related to juvenile justice, school safety, discipline, attendance policies and student services policies. In addition, the person in this position will assist education stakeholders (local districts, AEAs, attorneys, and parents) with information regarding legal and administrative rule requirements; will speak to educational groups about legal issues; prepare written materials for publication or dissemination; provide consultative services related to special education; and act as Administrative Law Judge in Chapter 290 appeals and in appeals to the Director. In order to perform the functions of this position, the attorney must have a J.D. and a license to practice law in Iowa; must have excellent written and oral communication skills; be able to make clear and convincing oral presentations; make sound well-informed and objective decisions; analyze information and draw accurate conclusions; use reasoning to apply Code and rules; display high standards of ethics; have excellent interpersonal skills; and utilize technology.

8:00 a.m. – 4:30 p.m., Monday – Friday with some in and out of state travel, nights and weekends

QUALIFICATIONS: Applicants must meet at least one of the following minimum requirements to qualify for positions in this job classification:

1) Graduation from an accredited school of law, and experience equal to five years of full-time work in the practice of law; not including experience as a law clerk.
2) Current, continuous experience in the state executive branch that includes three years of full-time work with the employing agency in the practice of law; not including experience as a law clerk.

SPECIAL REQUIREMENTS: Qualified applicants must have a J.D. and a license to practice law in Iowa.

DESIABLE QUALIFICATIONS: Demonstrated knowledge in the area of school law; successful experience in the practice of law; experience as an administrative law judge; successful teaching or school administration experience; demonstrated ability to work as part of a team; leadership skills; experience with the juvenile justice system.
Date Job Opening Posted: January 2, 2020 to January 27, 2020

DEADLINE: To ensure full consideration for this position, all requested materials must be completed and uploaded through the TeachIowa.gov online application process. This position will remain open until January 27, 2020. For additional information regarding this position or application materials contact:

Kayli Burkhart, Human Resources Associate
Iowa Department of Education
Grimes State Office Building
400 E 14th St
Des Moines, IA  50319-0146

It is the policy of the Iowa Department of Education not to discriminate on the basis of race, creed, color, sexual orientation, gender identity, national origin, sex, disability, religion, age, political party affiliation, or actual or potential parental, family or marital status in its programs, activities, or employment practices as required by the Iowa Code sections 216.9 and 256.10(2), Titles VI and VII of the Civil Rights Act of 1964 (42 U.S.C. § 2000d and 2000e), the Equal Pay Act of 1973 (29 U.S.C. § 206, et seq.), Title IX (Educational Amendments, 20 U.S.C. §§ 1681 – 1688), Section 504 (Rehabilitation Act of 1973, 29 U.S.C. § 794), and the Americans with Disabilities Act (42 U.S.C. § 12101, et seq.). If you have questions or complaints related to compliance with this policy by the Iowa Department of Education, please contact the legal counsel for the Iowa Department of Education, Grimes State Office Building, 400 E. 14th Street, Des Moines, IA 50319-0146, telephone number: 515-281-5295, or the Director of the Office for Civil Rights, U.S. Department of Education, Citigroup Center, 500 W. Madison Street, Suite 1475, Chicago, IL 60661-4544, telephone number: 312-730-1560, FAX number: 312-730-1576, TDD number: 877-521-2172, email: OCR.Chicago@ed.gov.