
General Counsel

The General Counsel is responsible for legal services to the Board of Education and for providing legal counsel to the superintendent of schools and staff. The General Counsel must possess special knowledge of Constitutional law and Kansas school law, knowledge of Kansas statutes pertaining to schools, and knowledge of the regulatory powers, limitations, authorities, and responsibilities of the Board of Education. To fulfill these responsibilities, the attorney must have a working knowledge of the Salina Public Schools and the educational philosophy and policies of the Board of Education of Unified School District No. 305.

Essential Functions:

- Provides legal opinions, legal interpretations, and recommendations to the Board of Education and district administration for the purpose of ensuring the district maintains compliance with local, state, and federal regulations.
- Reviews, edits, and creates district documents for the purpose of conveying information to both internal and external entities in a legally compliant manner.
- Maintains and catalogues legal documents and contracts for the purpose of ensuring accurate reference materials.
- Represents the Salina Public Schools in all legal matters for the purpose of accurately reflecting the legal desires of the Board of Education.
- Advises district staff concerning legal matters for the purpose of maintaining the district in compliance with local, state, and federal regulations.
- Provides staff development for the purpose of educating others on their legal responsibilities.
- Attends various meetings at district, regional, and state level for the purpose of conveying and/or gathering information required to perform job functions.
- Prepares a wide variety of written materials for the purpose of documenting activities, providing written references, conveying information, and/or supporting presentations concerning policy and procedure changes.

Job Requirements: Minimum Qualifications: Skills, Knowledge and Abilities

SKILLS:

- Interpret local, state and federal laws, policies and procedures
- Organize information and material into manageable form
- Apply data collected to resolve problems
- Formulate recommendations, proposals, and counter proposals
- Preparing and presenting effective written and oral reports, recommendations, district policies and procedures
- Work cooperatively across a complex organization and numerous stakeholders

KNOWLEDGE:

- Legal principles and practices, including civil, criminal, constitutional, contract, employment, administrative and business law and procedures
- Methods, procedures, and practices used in the conduct of civil litigation
- Kansas school law and state statutes pertaining to schools
- Regulatory powers, limitations, authorities, and responsibilities of the board of education
- Pertinent federal, state, and local laws, regulations and court decisions relating to education
- Methods of legal research

ABILITIES:

- Schedule activities, meetings and events
- Gather, collate, and/or classify data
- Use of job-related office equipment
- Work both with groups and independently

Responsibilities:

- Provide legal interpretations, opinions and advice concerning board of education policies, practices and general legal principles affecting the public school system
- Perform investigations and research in the completion of assigned tasks relating to public school affairs.
- Review written documents such as handbooks, agreements, contracts, and legal instruments and opinions prepared by other attorneys.
- Act as legal counsel in court proceedings concerning district affairs.
- Act as attorney-agent in real estate transactions as directed by the board of education or superintendent of schools.
- As requested, speak with parents regarding board of education policies or administrative actions.
- Oversee compliance of state and federal requirements, such as I-9 employment eligibility verification, Title IX requirements, Office of Civil Rights and Equal Employment Opportunity Commission.
- Provide guidance on employment laws, IDEA, records management.
- Provide legal advice and support to staff in the development of contracting process for a variety of commercial agreements such as construction contracts, debt issuance including bonds and financing agreements, fuel hedge contracts, capital purchases, real estate and other agreements related to the accomplishment of district objectives.
- Other duties as assigned by his/her supervisor.

Work Environment:

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; and significant fine finger dexterity. Generally the job requires 50% sitting, 40% walking, and 10% standing. The job is performed under minimal temperature variations. Doctoral degree in job related areas.

Education:

Juris Doctorate from an accredited law school