



GENERAL COUNSEL

Qualifications, Knowledge and Skills

- Doctor of Jurisprudence (J.D.) degree from an accredited law school;
- Membership in, or eligibility for, the Mississippi Bar and authorized to practice law in the state of Mississippi;
- Minimum 10 years as a practicing attorney (6 years of school law experience preferred);
- Demonstrated knowledge of federal and Mississippi school laws;
- Membership in professional organizations including, but not limited to, the state Council of School Attorneys (preferred);
- Significant legal experience in one or more of the following areas: contracts, procurement, torts, education, student rights, employment/labor, civil rights, real estate, state and local government relations, constitutional law or administrative law;
- Litigation experience (preferred);
- Superior oral and written communications skills;
- Significant experience conducting legal research and writing legal briefs or advisory opinion;
- Demonstrated excellence in analytical, decision making and problem-solving skills.

Reports To

Superintendent

Supervises

District's Legal Team comprised of staff attorneys, executive assistant, investigator, and Risk Management Department

Job Goals

The primary goal of the District Counsel is to help ensure organizational effectiveness by providing senior leadership from a legal and policy perspective across all aspects of District operations. The District Counsel will provide expert guidance to overcome legal barriers, reduce or manage risk and exposure, and educate stakeholders in key areas of the law. To advise the superintendent and members of the administrative staff on legal issues concerning the operation of the school district, to assign counsel when needed, to litigate matters, to prepare legal documents required by the school district in its day-to-day operations, to provide a broad range of legal services, to staff the Policy Review Committee of the Board, and to coordinate legal services with the Board's general counsel.

Essential Functions

- Consults and provides legal advice and assistance to the superintendent, administrative staff, and Board of Trustees, on matters relating to the interpretation



of statutes, charters, ordinances, bidding practices, contracts, and federal and state laws and regulations

- Reviews, develops, audits, drafts, and interprets board policy
- Prepares and litigates court proceedings on behalf of the District
- Prepares and prosecutes administrative hearings including, but not limited to, non-renewals, dismissals, and suspensions of certified employees
- Works with insurance companies to provide case analysis and trial reports
- Serves as the superintendent's designee in the internal complaint procedure
- Initially screens donated leave requests for legal compliance
- Supervises, guides, and delegates responsibilities to staff attorneys and team members in the coordination of the department's work
- Prepares and renders written and oral legal opinions on matters including, but not limited to, employee rights, student rights, and civil rights
- Reviews accident reports from District's third-party administrator and negotiates settlements of personal injuries
- Prepares for and attends regular and special meetings of the board or administrative staff as required
- Serves as primary staff member to the Board Policy Review Committee
- As Title IX coordinator, conducts internal investigations such as sexual harassment of employees and students
- Reviews investigations from campus enforcement department; supervises and analyzes investigations conducted by the District Counsel's investigator in making employment decisions
- Advises district administration on recent and pending changes in state and federal law
- Advises and supports district administration in the acquisition, lease, and sale of real property
- Represents the District in EEOC matters including preparing position statements
- Represents the District in Office of Civil Rights (OCR) complaints and investigations
- Reviews open records requests to ensure compliance with the state open records law
- Develops and delivers in-service relevant training programs for employees of the school district
- Coordinates with Board counsel to negotiate, review and prepare contracts for execution
- Retains and manages outside legal counsel in cases involving specialized or extensive litigation
- Performs other related duties as needed, requested or assigned

Salary Information

Classification:	General Counsel
Scale:	Cabinet Team Salary Range
Days Employed:	246 per school year
Range:	\$115,000.00 - \$175,000.00
Overtime:	Exempt

Please apply online at www.jackson.k12.ms.us.

Position is open until filled.