

### **Legal Support: Job Description**

- Reports to:** Chief Executive Officer
- Evaluated by:** Chief Executive Officer per board policy
- Minimum Qualifications:** Bachelor's degree in Political Science or other related field, plus 6 years of experience as a law clerk/paralegal/attorney, or a combination of education and experience from which comparable knowledge is obtained.

#### **Job Duties & Responsibilities:**

##### Legal

- Assist board and superintendent in the legal discharge of its duties in a fair and just manner.
- Assists in preparation for litigation and administrative law hearings.
- Prepares or solicits legal opinions.
- Reviews all public documents noticing, calling, or conducting elections.
- Prepares or reviews all invitations to bid.
- Advises board on legal or technical nature.
- Assists in drafting of legal documents.

##### Labor Relations

- Oversees management of Master Agreements.
- Processes grievances at Levels 1-3 (possibly 4).
- Assists with collective bargaining.

##### Community Relations Liaison/Public Information Officer

- Promotes partnership between community and school.
- Serves as liaison between district and news media.
- Supervises/coordinates preparation of school district publications.
- Supervises content of board publications.
- Plans and supervises periodic polling of public opinion.
- Maintains open lines of communication with community organizations.

##### Ombudsman

- Receives students, parents, employees and listens to complaints or problems.
- Works to resolve conflicts smoothly, promptly, efficiently.
- Anticipates potential problems across districts.

##### Trainer

- Provides board, teacher, staff training on issues of liability, current practice, law., etc.

##### Policy

- Draftsperson and reviewer of policy to Superintendents and Boards.