



GENERAL COUNSEL

Position Summary

Coordinate, control and direct the legal services activities of the district as its chief legal counsel. Provide legal counsel and assistance for the Superintendent, Board and designated staff in the performance of their duties. Oversee litigation and administrative agency actions involving the district. Oversee program areas as assigned by the Superintendent.

Supervisory Relationship

This position reports to the Superintendent. This position supervises and evaluates support staff as assigned.

Essential Functions

1. Oversee preparation and rendering of legal opinions for the Superintendent, Board and designated staff.
2. Review, revise and draft board policies and resolutions. Provide legal advice in the development or interpretation of the same. Review, revise and approve legal documents presented to the board upon request.
3. Draft legal and quasi-legal documents, such as contracts, correspondence, position statements, and settlement agreements, upon request. Oversee development of administrative regulations, rules and procedures.
4. Represent district's interests in litigation, administrative agency matters, tort claims, settlement negotiations, and labor contract negotiations, as the Superintendent and/or board interprets such interests. Appear before legislative or governmental bodies to present district position on issues pending before those entities, as directed by the Superintendent. Respond to investigations by administrative and regulatory agencies, or assist the same.
5. Provide technical legal expertise, information and assistance to district leadership in the performance of their duties.
6. Participate in Superintendent's cabinet. Participate in district-wide business and educational initiatives, programs and operations planning. Collaborate in cross-departmental or cross-organizational initiatives and strategies to serve students, family and stakeholder needs.
7. Attend and provide legal advice at board meetings as directed.
8. Assign outside counsel to handle litigation and other legal matters as necessary; monitor and review work performed by outside counsel. Serve as district liaison between district departments and employees and outside counsel and federal and state administrative agencies. Advise Superintendent and board on progress and status of litigation matters handled by outside counsel.
9. Plan and develop long and short-term activities to support district legal services.
10. Oversee and manage budget for legal services. Control and authorize expenditures in accordance with established limitations. Analyze and review financial and budget data.
11. Provide and facilitate professional development for district administrative staff and leadership on relevant legal topics.

12. Maintain thorough and current knowledge of applicable laws. Attend state and national meetings and conferences and study publications to remain current on school legal issues.
13. Manage responses to subpoenas and summons. Maintain appropriate records.
14. Monitor and anticipate impact of legislation and trends concerning public education. Advise concerning implementation plans.
15. Perform other duties consistent with the objectives of this position.

Required Knowledge, Skills and Abilities

Knowledge of:

1. State and federal laws and regulations relating to public schools, including labor and employment laws, public records and meetings laws, constitutional law, administrative law, and students rights.
2. Principles and practices of negotiations and collective bargaining. District labor organizations and contracts.
3. Principles of public administration and school business operations, including supervision and management.
4. District policies, procedures, administrative regulations and operations.

Skills and abilities:

1. Prepare and render legal opinions upon request of Superintendent, board and administrative staff.
2. Analyze, interpret and explain law, cases, board policies, regulations and contracts.
3. Investigate, research, verify and compile data. Present complex data in oral and written reports, including in a variety of public settings.
4. Oversee and/or conduct litigation and administrative agency proceedings.
5. Provide leadership and direction on legal developments and affairs. Solve complex problems.
6. Draft reports, policies, regulations, contracts, board resolutions, and correspondence.
7. Exercise excellent and independent judgment.
8. Analyze situations and recommend course of action.
9. Plan and organize work to meet schedules and deadlines. Manage multiple priorities simultaneously with highly developed attention to detail.
10. Model ethical behavior. Communicate high expectations of ethical behavior to others. Maintain confidentiality and work with discretion.
11. Communicate effectively orally and in writing to diverse audiences in a variety of settings. Establish and maintain effective working relationships with district administration and staff members.
12. Manage, supervise and evaluate staff and contractors.
13. Use a variety of office machines, technologies and software.

Minimum Qualifications

- Juris Doctorate degree from accredited university;
- Licensed to practice law in the State of Oregon;
- Ten years' experience in public or private practice of law, including substantial experience in public sector, education, labor and employment law and litigation management.

Other qualifications

This position requires use of a personal automobile and possession of a valid Oregon driver's license. Work hours routinely include irregular and extended hours, evening meetings and attendance at district functions.

ADDITIONAL INFORMATION	
Employee Unit	Executive
Pay Grade	Executive
Approved by	Karen Hardin, Director of Human Resources
Last Revised	July 1, 2022