

SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

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| TITLE: | General Counsel | REPORTS TO: | Jointly to the Board of Education and the Superintendent of Public Education with primary responsibility to the Board of Education |
| DEPARTMENT: | Legal Services | CLASSIFICATION: | Classified Management |
| FLSA: | Exempt | SALARY GRADE: | Off-schedule |
| REVISED: | April 29, 2014 | | |

BASIC FUNCTION:

Plan, organize, control, and provide direct professional legal counsel and representation for the Superintendent of Schools, staff and the Board of Education on District matters as General Counsel; provide quasi-legal office management services through oversight of District Legal Office, Risk Management and Quality Assurance Office; prepare and conduct litigation and administrative law hearings as directed by the Superintendent and as authorized by the Board of Education; supervise and evaluate the performance of assigned personnel.

REPRESENTATIVE DUTIES:

Prepare and render legal opinions upon request to the Board of Education, the Superintendent and District administrative staff. *E*

Prepare and conduct litigation and administrative law hearings as directed by the Superintendent and as authorized by the Board of Education; perform duties necessary or desirable in conjunction therewith on behalf of the District, including, but not limited to, the preparation of pleadings and trial and appellate briefs, negotiation between parties, the conduct of trial and hearings at the level of original jurisdiction or on appeal, and other court or hearing appearances in order to represent most effectively the interests of the District as such interests are interpreted by the Superintendent and/or Board of Education. *E*

Attend and provide legal advice at meetings of the Board of Education and such other meetings as the Superintendent directs. *E*

Plan, organize and implement long and short-term programs and activities designed to develop assigned programs and services; prepare documents related to the noticing, calling and conducting of school bond elections. *E*

Provide legal assistance in the drafting of legal documents, rules and regulations, resolutions, applications of diverse kinds and other legal or quasi-legal papers upon request. *E*

Provide legal assistance in the drafting of State legislation proposed by the District for presentation to the California State Legislature. *E*

Train and evaluate the performance of assigned staff; provide for continuing departmental staff training programs; develop work schedules; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions. *E*

Interpret the impact of legislation on the interests of the District as such legislation is being considered by the State legislature. *E*

Maintain files on policy action of the Board of Education and supervise periodic revision of the rules and regulations of the Board. *E*

Provide technical expertise, information and assistance to the Board of Education and the Superintendent regarding assigned functions; assist in the formulation and development of policies, procedures and programs; advise the Board of Education and the Superintendent of unusual trends or problems and recommend appropriate corrective action. *E*

Direct the preparation and maintenance of a variety of narrative and statistical reports, records and files related to assigned activities and personnel. *E*

Communicate with other administrators, personnel and outside organizations to coordinate activities and programs, resolve issues and conflicts and exchange information; develop policies and procedures to encourage effective and efficient management controls. *E*

Develop and prepare the annual preliminary budget for the Legal Services department; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations. *E*

Attend and conduct a variety of meetings as assigned; establish and maintain relations/membership with local, State, and federal agencies and associations to remain current on programs and issues that affect District legal services; present reports and initial finding. *E*

Actively support the District integration program and encourage support of staff and community; provide leadership in the development and implementation of integration programs as appropriate to assigned department. *E*

Perform related duties as assigned.

EDUCATION AND EXPERIENCE:

A combination equivalent to a juris doctor degree from an accredited school of law and ten years of experience in the practice of law, including substantial responsible experience as counsel for a public jurisdiction; directly related school law experience, including labor and employment law, is desirable but not required.

LICENSES AND OTHER REQUIREMENTS:

License to practice law in the State and federal courts of California.
Valid California driver's license.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Applicable legal statutes, codes and procedures.
- Methods and procedures required to provide legal and quasi-legal services to an administration and governing body in a public agency.
- District, State and federal methodologies, procedures, and applicable laws, codes, and regulations.
- Existing and pending legislation.
- Budget preparation and control.
- Oral and written communication skills.
- Principles and practices of administration, supervision and training.
- Applicable laws, codes, regulations, policies and procedures.
- Interpersonal skills using tact, patience and courtesy.
- Operation of a computer and assigned software.

ABILITY TO:

Prepare and render legal opinions upon request to the Board of Education, the Superintendent and District administrative staff.

Prepare and conduct litigation and administrative law hearings as directed.
Train and evaluate the performance of assigned staff.
Provide leadership and direction to the District's professional legal counsel activities.
Prepare and render expert legal opinions and represent the District as necessary in legal matters.
Review existing and pending legislation related to procedural guidelines and District policies.
Maintain current knowledge of applicable provisions of applicable federal, State and District laws, rules and regulations.
Communicate effectively both orally and in writing.
Interpret, apply and explain rules, regulations, policies and procedures.
Establish and maintain cooperative and effective working relationships with others.
Operate a computer and assigned office equipment.
Analyze situations accurately and adopt an effective course of action.
Meet schedules and time lines.
Work independently with little direction.
Plan and organize work.
Prepare comprehensive narrative and statistical reports.
Direct the maintenance of a variety of reports and files related to assigned activities.

WORKING CONDITIONS:

ENVIRONMENT:

Office and courtroom environment; driving a vehicle to conduct work.

PHYSICAL ABILITIES:

Dexterity of hands and fingers to operate a computer keyboard; sitting or standing for extended periods of time; hearing and speaking to exchange information and make presentations; seeing to read and write reports.