



PERSONNEL COMMISSION

Class Code: 5294
Salary Range: 72 (M2)

GENERAL COUNSEL

JOB SUMMARY

Under the direction of the Superintendent of Schools, plan, organize, direct and provide professional legal services and counsel to the District in a wide variety of legal matters such as labor and employment, student rights, real estate, litigation, liability, and school bonds; serve as the primary legal advisor and represent the District before a variety of administrative and legislative bodies; perform related duties as assigned.

EXAMPLES OF DUTIES

The classification specification does not describe all duties performed by all incumbents within the class. This summary provides examples of typical tasks performed in this classification.

- Perform a variety of professional duties involved in providing a full range of legal services; serve as the primary legal advisor and representative of the District; effectively represent the District and assure compliance with applicable laws, codes, rules and regulations. **E**
- Consult with and advise the Superintendent of Schools, Board of Education, and District administration on legal matters and participate in the development of changes in administrative and Board policies; anticipate legal effects of emerging District initiatives, programs and projects. **E**
- Represent the District in a wide variety of legal proceedings including public meetings, resolution sessions, trials, employee disciplinary hearings, mediations, prehearing conferences, and administrative hearings; develop related policies and procedures. **E**
- Appear before a variety of federal, State and local legislative bodies to represent the District's interests and present the District's position on a wide variety of issues; provide required information to various agencies as requested and appropriate. **E**
- Prepare written opinions and conduct independent research concerning legal relationships, duties, obligations, and rights involving District policies, programs, and projects. **E**
- Respond to filings, subpoenas, regulatory inquiries, and compliance complaints; compose legal memoranda, briefs, reports, correspondence and other documents; assist administration in the drafting of rules, regulations, settlements, contracts, resolutions, agreements, legal forms, and other documents. **E**
- Analyze proposed and existing legislative bills and subsequent amendments relating to public education and District activities and operations; report recommendations to District administration; draft legislation and prepare amendments to proposed and existing legislation. **E**
- Discuss legal needs with the Superintendent of Schools, Board of Education, District administrators and other staff; evaluate a wide variety of legal issues and recommend retainment of outside counsel as needed. **E**

- Direct and manage the delivery of legal services provided by the District or private counsel retained by the District including the preparation of pleadings, briefs, litigation, negotiation between parties, conduct of trial, necessary court appearances, and appellate arguments. *E*
- Serve as a resource and communicate with administrators, District personnel and outside agencies to coordinate activities, resolve issues, and exchange information; advise administration of unusual trends or issues and recommend appropriate action. *E*
- Maintain and direct the preparation and maintenance of reports, records and files related to assigned activities; research, compile data and prepare detailed reports regarding assigned activities. *E*
- Develop and prepare assigned budgets; analyze and review budgetary and financial data; authorize and control expenditures in accordance with established limitations. *E*
- Represent the District and participate in a variety of meetings, conferences and trainings; attend Board of Education meetings; serve on assigned committees; conduct presentations as requested. *E*
- Develop and conduct staff development in-service training workshops for District personnel related to assigned activities. *E*
- Supervise and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions. *E*
- Operate a variety of office equipment including a computer and assigned software; drive a personal vehicle to conduct work. *E*
- Perform related duties as assigned.

Note: At the end of some of the duty statements there is an italicized "E" which identifies essential duties required of the classification. This is strictly for use in compliance with the Americans with Disabilities Act.

DISTINGUISHING CHARACTERISTICS

The General Counsel plans, organizes, directs and provides professional legal services and counsel to the District in in a wide variety of legal matters such as labor and employment, student rights, real estate, litigation, liability, and school bonds. An incumbent will direct and manage the delivery of the District's legal services and represent the District in a wide variety of legal proceedings including public meetings, resolution sessions, mediations, trials, prehearing conferences, and administrative hearings.

EMPLOYMENT STANDARDS

Knowledge of:

Legal concepts, terminology, principles and procedures.

Rules of evidence and conduct of court proceedings.

Applicable laws, codes, rules and regulations related to assigned activities including California Education, Government, and Labor Codes, and Elementary and Secondary Education Act (ESEA).

State Bar of California Rules of Professional Conduct.

Methods and procedures required to provide legal services to administration and a governing body of a public agency.

Methods and practices of legal research.

Alternative Dispute Resolution (ADR) processes.
District organization, operations, policies and objectives.
Record-keeping and report preparation techniques.
Budget preparation and control.
Principles of administration, supervision and training.
Public speaking techniques.
Operation of a computer and assigned software.
Oral and written communication skills.
Interpersonal skills using tact, patience and courtesy.

Ability to:

Perform a variety of professional duties involved in providing a full range of legal services related to public education and District activities and operations.
Represent the District in a variety of legal proceedings and hearings.
Compose legal memoranda, briefs, reports, correspondence and other documents.
Research legal issues and prepare sound legal opinions.
Develop administrative policies, procedures, rules, and regulations related to public education.
Interpret, apply and explain laws, codes, rules, regulations, policies and procedures.
Review existing and pending legislation related to public education and District activities and operations.
Model communications and interactions which respect individuals from varying cultural and socioeconomic backgrounds.
Analyze situations accurately and adopt an effective course of action.
Prepare and direct the preparation of a variety of comprehensive narrative and statistical reports.
Maintain current knowledge of laws, codes, rules, and regulations governing public education and District activities and operations.
Direct the establishment and maintenance of records and files.
Prepare and deliver oral presentations.
Plan and organize work.
Develop and prepare budgets.
Monitor and control expenditures.
Supervise and evaluate the performance of assigned staff.
Maintain confidentiality of sensitive and privileged information.
Understand and work within scope of authority.
Operate a computer and assigned software.
Establish and maintain cooperative and effective working relationships with others.
Communicate effectively both orally and in writing.

Education and Training

Juris Doctorate degree from an accredited law school.

Experience

Ten years of experience practicing law including experience providing legal counsel to school districts, educational institutions, or similar public agencies.

Experience working with K-12 school districts in California is preferred.

Experience involving the supervision of professional and administrative support staff is preferred.

Any other combination of education, training and experience, which demonstrates that the applicant is likely to possess the required skills, knowledge or abilities, may be considered.

SPECIAL REQUIREMENTS

Active membership and good standing in the State Bar of California throughout employment in this classification.

Positions in this class require the use of personal automobile and possession of a valid California class C Driver's license.

WORKING ENVIRONMENT

Office environment.

Driving a vehicle to conduct work.

PHYSICAL DEMANDS

Hearing and speaking to exchange information and make presentations.

Dexterity of hands and fingers to operate a computer keyboard.

Seeing to read a variety of materials.

Sitting or standing for extended periods of time.

AMERICANS WITH DISABILITIES ACT

Persons with certain disabilities may be capable of performing the essential duties of this class with or without reasonable accommodation, depending on the nature of the disability.

APPOINTMENT

In accordance with Education Code Section 45301, an employee appointed to this class must serve a probationary period of one (1) year during which time an employee must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.

The Board of Education acted on 10/06/2021 to designate this class as senior management in accordance with California Education Code sections 45108.5 and 45256.5.