

In-House Legal Counsel

JOB DESCRIPTION

POSITION TITLE MINIMUM

Legal Counsel

QUALIFICATIONS

1. Juris Doctorate from an accredited law school
2. Minimum of two (2) years legal experience in related areas of school law, labor law, and special education; other legal experience acceptable.
3. Excellent writing skills; background in drafting policy, legislation and other related documents.
4. Current member of the New Jersey Bar.

REPORTS TO JOB GOAL(S)

Superintendent of Schools

1. To provide direct professional legal counsel and representation for the board of education, superintendent and staff on school matters.
2. To serve as the district's negotiator, hearing officer, employee-employer relations manager, special education counsel and student registration and attendance counsel.

PRIMARY RESPONSIBILITIES

1. Directs labor relations activities and serves as the district's negotiator.
2. Prepares and renders oral and/or written legal opinions upon request to the superintendent, staff and the board.
3. Provides input for Board policies, affirmative action procedures and district procedures for hearings within scope of contractual agreements.
4. Is knowledgeable of all laws and codes governing contracts and analyzes all current contracts.
5. Develops a comprehensive plan for resolving personnel conflicts and makes recommendation for implementation.
6. Prepares or reviews all invitations to bid, job specifications, and legal contracts.
7. Is responsible for ensuring the interpretation and implementation of employee contracts.
8. Communicates closely and regularly with unit leaders to ensure a full understanding of contracts.
9. Provides legal counsel on matters of student registration and attendance.
10. Maintains a professional awareness of all regulations regarding child welfare and attendance.
11. Maintains a professional awareness of all regulations regarding special education, including Federal and State revisions of statutes and codes, as well as administrative law decisions.
12. Provides the preliminary preparation for all assigned legal cases and advises with outside counsel if necessary.
13. Prepares legal briefs and all court documents assigned or assigns them to outside counsel as necessary.
14. Conducts all legal hearings regarding suspension and expulsion of students.
15. Serves as the first administrative level above that of building principal in any grievance procedure initiated under the provisions of a contract.
16. Advises in all matters of a legal or technical nature relating to the interpretation of statutes, charters, ordinances and contracts.
17. Provides or obtains legal assistance in the drafting of legal documents, rules and regulations, resolutions, applications and all other legal or quasi-legal papers upon request.
18. All other duties as assigned by the supervisor.

TERMS OF 12 Months

EMPLOYMENT Salary and hours to be determined