



## GENERAL COUNSEL

Classification: Director Level IV

Location: District Office

Reports to: Superintendent

FLSA Status: Exempt

Employee Group: Executive/Managerial

The job description does not constitute an employment agreement between the district and employee and is subject to change by the district as the needs of the district and requirements of the job change.

### **Part I: Position Summary**

The General Counsel will provide legal advice and assistance to administrators and the superintendent regarding legal affairs, public records, risk management, contracts, and board policies and procedures.

### **Part II: Supervision and Controls over the Work**

Works independently under broad organizational policies to achieve organizational objectives; leading, guiding, and/or coordinating with others; operates within a defined budget.

### **Part III: Major Duties and Responsibilities**

1. Drafts and administers a wide variety of policies and agreements (e.g. Affirmative Action plan, Title IX, labor and employment contracts, etc.) for the purpose of conforming to district, state and federal policies, relevant laws, contracts and agreements.
2. Advises superintendent and administrators on legal matters affecting the district (e.g. public record requests, interpretation and application of statutes, case law, contracts, board policies and procedures, etc.).
3. Assists administrators to implement preventative measures by interpretation, projection and application of legal trends.
4. Responds to administrators and others regarding questions about matters with legal implications for the purpose of ensuring the district complies with applicable legal constraints and requirements.
5. Provides staff development training for administrators in legal areas, such as student rights, employee rights and obligations, evaluations, and legal procedures; provides information to administrators regarding legal developments (laws, decisions, and regulations).
6. Serves as the district's Public Records Officer, which includes initial response, notification to affected parties, determining applicable exemptions, and providing the response and exemption log.
7. Supports Human Resources Office with investigations and responds to charges from the Office for Civil Rights, EEOC, and Washington Human Rights Commission.

8. Schedules activities, meetings, and/or events; often gathers, collates, and/or classifies data; and use basic, job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; analyze data utilizing a variety of complex processes; and operate equipment using defined methods.
9. Performs other duties as assigned.

**Part IV: Minimum Qualifications**

1. J.D. degree. Current member in good standing with the Washington State Bar Association and licensed to practice law in the State of Washington.
2. Five years of increasingly responsible legal experience in school or municipal law, including labor and employment law, constitutional law, and administrative law.
3. Specific ability-based competencies required to satisfactorily perform the functions of the job include: accuracy and attention to detail; adapting to changing work priorities; communicating with diverse groups; diffusing argumentative behavior; maintaining confidentiality; meeting deadlines and schedules; organizing tasks; setting priorities; working as part of a team; working extended hours; working with detailed information/data; working with frequent interruptions.
4. Excellent oral and written communication skills.

**Part V: Desired Qualifications**

1. Program or operational leadership level experience with public education.

**Part VI: Physical and Environmental Requirements of the Position**

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, talk, lift, carry, move about, hear and speak.

The employee must occasionally lift and/or move 25 to 50 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

The employee may sit or stand for longer than 2 hours at a time, may lift objects repeatedly, and may undertake repeated motions.