

## SCHOOL DISTRICT OF ESCAMBIA COUNTY

### JOB DESCRIPTION

#### GENERAL COUNSEL

#### QUALIFICATIONS:

- (1) Graduation from an accredited law school and be a member in good standing of the Florida Bar.
- (2) Minimum of five (5) years experience as an attorney.
- (3) Qualifications may vary from the above requirements to such a degree as the Board determines is necessary and appropriate to ensure properly qualified personnel in each specialized assignment.

#### KNOWLEDGE, SKILLS AND ABILITIES:

Demonstrated skill in governmental and administrative law. Experience in, and knowledge of, laws applicable to Kindergarten through Twelve (K-12) School Districts. Effective trial experience. Successful experience in a supervisory capacity. Experience in Parliamentary Procedures and knowledge of Roberts Rules of Order as revised. Ability to organize and prioritize activities. Ability to communicate effectively, both orally and in writing.

#### REPORTS TO:

School Board

#### JOB GOAL

To render sound legal advice and counsel to the School Board, to serve as an effective advocate for the School Board in administrative court proceedings, to ensure that the School Board and the Superintendent are informed of changes in laws and regulations and needed legislation and their impact on the School District, to facilitate the acquisition of real property or other School District property, to ensure that all School District contracts are legally sufficient and enforceable, to effectively manage the delivery of legal services to the School Board by coordinating and overseeing litigation by serving and managing contract counsel, and by organizing and directing assistant attorneys, clerical and technical staff assigned to the attorney's office, and to reduce claims against the District and to ensure compliance with laws and regulations through training to the School Board, the District and their employees and through communication with local, state and federal officials, as appropriate.

#### SUPERVISES:

Legal Assistant / Paralegal

#### PERFORMANCE RESPONSIBILITIES:

##### Service Delivery

- \* (1) Attend all regular or special School Board meetings and such workshops as are deemed appropriate by the Chairman for the School Board, rendering legal advice and counsel.

**GENERAL COUNSEL (Continued)**

- \* (2) Represent the administration in administrative hearings, including appeals of administrative action as authorized by the School Board or the recommendation and supervision of outside counsel for such representation.
- \* (3) Review periodically the policies and procedures manual of the School Board to determine if it is in compliance with state and federal law and regulations.
- \* (4) Advise the School Board and the Superintendent as to those policies which should be changed and recommend appropriate content of the change.
- \* (5) Inform the School Board and the Superintendent regarding any pertinent changes in state and federal law.
- \* (6) Advise the School Board of any needed or suggested legislation and how proposed legislation would affect the District.
- \* (7) Oversee the sale or acquisition of all real property or other School District property, including arranging for title insurance when necessary and arrange for representation of the School Board in condemnation proceedings or other real property litigation.
- \* (8) Prepare or approve as to form all contracts entered into on behalf of the School Board.
- \* (9) Coordinate any litigation to which the School Board is a party, including appeals, by assigning cases to outside counsel as approved by the School Board or by retaining the cases personally.
- \* (10) Deliver information concerning any litigation in a timely fashion to the appropriate trial attorney and monitor the progress and costs of any litigation to which the School Board is a party.
- \* (11) Render such other legal services as the School Board may from time-to-time require including serving as lead counsel in selected cases involving the School Board.
- \* (12) Send written reports to the School Board on a quarterly basis or more frequently if directed by the School Board as to the progress of litigation.

**Inter / Intra-Agency Communication and Delivery**

- \* (13) Assist in the interpretation of programs, philosophy and policies of the District to staff, students and the community.
- \* (14) Interact with parents, outside agencies, business and community to enhance understanding of District initiatives and priorities and to elicit support and assistance.
- \* (15) Serve as liaison with the Florida Department of Education for assigned areas of responsibility.
- \* (16) Respond to inquiries or concerns in a timely manner.
- \* (17) Disseminate information and current research to appropriate personnel.

**Professional Growth and Improvement**

- \* (18) Keep well informed about current trends and best practices in areas of responsibility.
- \* (19) Facilitate the development, implementation and evaluation of staff development activities provided in assigned areas.
- \* (20) Promote and support professional growth for self and others.
- \* (21) Develop annual goals and objectives consistent with and in support of District goals and properties.
- \* (22) Maintain a network of peer contacts through professional organizations.
- \* (23) Attend training sessions, conferences and workshops to keep abreast of current practices, programs and legal issues.

**Systemic Functions**

- \* (24) Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment action.
- \* (25) Prepare or oversee the preparation of all required reports and maintain appropriate records.
- \* (26) Serve on District, state or community councils or committees as assigned or appropriate.
- \* (27) Represent, consistently, the District in a positive and professional manner.
- (28) Perform other incidental tasks consistent with the goals and objectives of this position.

**Leadership and Strategic Orientation**

**GENERAL COUNSEL (Continued)**

- \* (29) Provide leadership and direction for the assigned areas of responsibility.
- \* (30) Exercise proactive leadership in promoting the vision and mission of the District.
- \* (31) Provide oversight and direction for cooperative planning with other agencies.
- \* (32) Set high standards and expectations for self and others.
- \* (33) Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate action.
- \* (34) Use appropriate styles and methods to motivate, gain commitment and facilitate task accomplishment.
- \* (35) Facilitate problem solving by individuals or groups.
- \* (36) Conduct seminars and/or individual training of the School Board, members of the School Board, employees of the School Board or District, as to legal issues faced by the School Board and District.

**PHYSICAL REQUIREMENTS:**

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District’s approved compensation plan.  
Length of the work year and hours of employment shall be those established by the District.

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board’s policy on evaluation of personnel.

**Job Description Supplement No. 11**

\*Essential Performance Responsibilities

**ADMINISTRATIVE SALARY SCHEDULE – PAY GRADE 1**

**Date of Board Approval: August 21, 2001**

**Date of Revision: October 22, 2002**