



NEW: 07/01/2019
 Submitted: 06/11/2019

JOB TITLE:	GENERAL COUNSEL
DIVISION	ADMINISTRATION
SALARY SCHEDULE/GRADE:	II, GRADE 18
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8001
BARGAINING UNIT:	CLAS

SCOPE OF RESPONSIBILITIES

Provides legal services for the District and coordinates the work of contractual attorneys when appropriate of the local school District through consultation, observation, and legal information relevant to the local school District. Consults with local Board members, Superintendent, and other staff members in planning, implementing, and evaluating legal needs of the District. Reports administratively to the Superintendent and functionally to the Board of Education.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

- Handles complex legal issues that require a high level of original legal research and analysis
- Acts as a legal resource, researching and becoming thoroughly familiar with routine, as well as specialty areas of the law
- Performs specialized legal services relating to one or more specific areas of the law
- Prepares, tries, and argues complex cases before state and federal courts and administrative forums and/or consults with and supports contractual attorney's as they do this work
- Drafts, reviews, and comments on proposed legislation and administrative regulations as directed
- Serves on inter-and intra-District committees as directed
- Represents the Superintendent and/or advises the District during meetings of the local school board, various state boards, commissions, or similar entities
- Conducts administrative hearings on behalf of the District and prepares appropriate recommended orders for District action
- Prepares legal documents for District
- Prepares legal opinions
- Oversees Open Records and Compliance and Investigations
- Develops the operating budget for the organizational unit and assures that all functions operate within the appropriated allotment
- Completes all trainings and other compliance requirements as assigned and by the designated deadline
- Evaluates staff as assigned
- Performs such other tasks and assume such other responsibilities as assigned by supervisor

PHYSICAL DEMANDS

The work is primarily sedentary. The work at times requires bending, squatting, crawling, climbing, reaching with the ability to lift, carry, push or pull light weights. The work requires the use of hands for simple grasping and fine manipulations. The work requires activities involving driving automotive equipment.

MINIMUM QUALIFICATIONS

Law Degree from a bona fide school of law and knowledge of school law

Five (5) years of experience in the practice of law

Maintain current license to practice law in the Commonwealth of Kentucky or continue to comply with SCR 2.111 Limited Certification of Admission to Practice or SCR 2.112 Attorney Participants in Defender or Legal Services Programs for the length of employment in this classification

Perform duties in both office and courtroom settings

Valid Kentucky driver's license; travel is required

Effective communication skills

DESIRABLE QUALIFICATIONS

Knowledge of Kentucky Statutes and Regulations

Establish and maintain cooperative and effective working relationships with others

Communicate effectively both orally and in writing

Basic public speaking techniques

Experience in a diverse workplace