



NEW: Submitted:  
04/21/2021 04/20/2021

JOB TITLE:	ASSISTANT GENERAL COUNSEL EXCEPTIONAL CHILD EDUCATION
DIVISION	ADMINISTRATION
SALARY SCHEDULE/GRADE:	II, GRADE 14
WORK YEAR:	AS APPROVED BY BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8774
BARGAINING UNIT:	CLAS

#### SCOPE OF RESPONSIBILITIES

Assumes responsibility for assisting General Counsel with all legal matters related to the Jefferson County Public School District, focusing upon compliance with the Individuals with Disabilities Education Act (IDEA) and Section 504 of the Rehabilitation Act.

#### PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Coordinates work-plan and provision of legal services with the General Counsel and the Chief of Exceptional Child Education (ECE)

Provides legal advice to district staff upon request

Maintains up-to-date knowledge of changes to state and federal law regarding IDEA and Section 504, including coordinating with other district staff to ensure dissemination of legal requirements and best practice

Assists General Counsel in maintaining current docket of pending claims and status of litigation, assists the General Counsel in monitoring current litigation, and provides assistance to retained law firm when necessary

Reviews all IDEA related complaints, due process hearing requests and litigation, including representation of the district in administrative hearings, state court and federal court proceedings

Prepares updates and analyses of new education laws, and assists General Counsel in the interpretation of federal and state statutes affecting the school district

Attends depositions, hearings, Board meetings and meetings with staff as assigned by the General Counsel

Assists administrative staff with and coordinates legal processes concerning IDEA, Section 504 and other matters related to students with disabilities

Monitors district compliance and assists with implementation of any state or federal corrective actions related to IDEA and/or issued by state or federal authorities, including KDE, USED and OCR

Completes all trainings and other compliance requirements as assigned by the designated deadline

Performs other duties as assigned by supervisor

#### PHYSICAL DEMANDS

The work is primarily sedentary. The work at times requires bending, squatting, carrying, 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 automobile equipment.

#### MINIMUM QUALIFICATIONS

Law Degree and admission to the Kentucky Bar

Five (5) years experience in the field of education law.

Capable of accurate work and handling confidential matters

Effective communication skills

DESIRABLE QUALIFICATIONS

Experience in IDEA, Section 504 and other federal education laws. Experience with administrative hearings under KRS Chapter 13B.

Experience in a diverse workplace