



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

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| JOB TITLE: | ASSISTANT GENERAL COUNSEL CONTRACTS, INSURANCE, DATA SHARING |
| DIVISION | ADMINISTRATION |
| SALARY SCHEDULE/GRADE: | II, GRADE 14 |
| WORK YEAR: | AS APPROVED BY BOARD |
| FLSA STATUS: | EXEMPT |
| JOB CLASS CODE: | 8773 |
| 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 open records, contracts, leases, MOAs, MOUs, data sharing agreements, and compliance with FERPA, PPRA, COPPA and other state and federal student privacy laws

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Coordinates and cooperates with purchasing, IT, schools and vendors to process education software workflow to ensure legal compliance and streamline approval process

Provides legal advice to district staff upon request

Maintains up-to-date knowledge of changes to state and federal law regarding student privacy and data privacy, 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

Prepares and reviews policies, contracts, leases and other legal documents, including interacting and negotiating with counsel for vendors/organizations related to contracts, MOAs, data sharing agreements and other documents

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 contracts and open records

Assists General Counsel and/or the retained law firm with preparation for litigation and other hearings including arbitrations, and employee discharge tribunals

Supervises support personnel in the redaction, copying and organization of open record requests

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 |
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| Experience in contract law and the Kentucky Open Records Act |
| Experience in a diverse workplace |