



ASSOCIATE SCHOOL BOARD ATTORNEY

GENERAL RESPONSIBILITIES

Under the direction of the School Board Attorney, the position provides effective legal services to the School Board, the Superintendent, the School Division, and their officials, employees, and volunteers in legal matters and settings. This position represents the School Board and the School Division in state and federal courts, before administrative hearing officers in both state and federal matters, and advises clients on policy, regulation, and applicable law related to public education and local government matters. The position is appointed by the School Board and serves at the pleasure of the School Board Attorney.

ESSENTIAL FUNCTIONS

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Advise the School Division department and school-based officials, and employees with discretion and maturity. On occasion, advise School Board or School Division committees.
- Advise the School Board, the Superintendent, the School Division, and employees regarding compliance with applicable law, regulation, and policy.
- Prepare, research, prosecute and defend civil litigation in state and federal trial and appellate courts.
- Represent the School Board, the Superintendent, the School Division, officials, and employees in administrative hearings before local, state, and federal agencies. Under supervision, handle matters related to compliance with administrative law issues such as, but not limited to, FOIA, COIA, Public Procurement, ADA, and Title IX.
- Represent and advise the School Board and the School Division and employees regarding subpoenas, compliance with court orders, interpretation of child custody and visitation orders, truancy, and criminal matters.
- Negotiate, draft and review contracts, deeds, resolutions, and other legal documents.
- Assist outside counsel and insurance representatives in responding to litigation involving the School Board or the School Division.
- Assist department and school-based personnel with matters involving potential legal ramifications which may arise in their departments; take responsibility for all operational decisions which are based upon such legal assistance.
- Provide legal advice of a complex nature to designated and assigned departments, schools, and committees, including but not limited to the responsibility of ensuring compliance by the members and employees thereof with the Freedom of Information Act, Conflict of Interests Act, FERPA, Public Records Act, and the rules and regulations pertaining to their operations and meetings and their ultimate authority to act in given situations.
- Perform related work as required.



KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of modern principles, practices, procedures, and substance of local, state, and federal law; organizational procedures and legal responsibilities of the various departments and schools of the School Division; knowledge of the substantive law of Virginia with respect to municipal corporations; and a broad knowledge of all fields of law that may pertain to the organization and operation of municipal corporations including the judicial and administrative interpretations with respect thereto. Must be skilled in researching various complicated legal problems and in preparing legal opinions and formulating strategies of negotiation in order that the School Board's interests may be advanced; analyzing and preparing various complicated legal documents to advance important interests of the School Board; and working effectively with certain department heads and other personnel in sensitive areas. Must have the ability to work with little or no supervision and to instruct and direct the proper preparation of legal documents and pleadings to achieve maximum quantity and quality of work product; analyze and evaluate legal problems and formulate solutions under stress-inducing time constraints; deal successfully and effectively with individual department heads, management, and the public; work collaboratively with other attorneys and staff of the Department as well as with outside legal counsel or consultants; communicate and express ideas effectively both orally and in writing, and exercise discretion while making decisions with respect to controversial legal issues. Must be proficient in the use of technology and data compilation for research, analysis, and reporting. This position is non-supervisory and limited to licensed Virginia attorneys with specialized skills; attorneys shall possess a high level of expertise as reflected by their prior accomplishments in the specialty field.

EDUCATION AND EXPERIENCE

Required: A Juris Doctorate from an accredited law school and a minimum of five years' experience practicing law. Must have an active membership in good standing in the Virginia State Bar; eligibility to practice law in the Commonwealth of Virginia and admitted to practice before the Supreme Court of Virginia and eligible to practice before the Federal District Court. The recognized specialties for this position are complex litigation, public education law, administrative law, constitutional law, complex real estate or employment law, and public finance.

PHYSICAL REQUIREMENTS

Must have the use of sensory skills to effectively communicate and interact with other employees and the public using the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Frequent sitting, walking, bending, grasping, fingering, repetitive motion, reaching, and driving. Occasional standing and stooping. Ability to lift up to 20 pounds frequently. Requires timely and regular adherence to established work schedules. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

SPECIAL REQUIREMENTS

- Possession of a valid driver's license.
- Regular and reliable attendance is an essential function of this position.
- All employees may be expected to work hours in excess of their normally scheduled hours in response to short-term department needs and/or School Board or School Division-wide emergencies.

FLSA Status: Exempt	Description: 5/22
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