



## **SCHOOL BOARD ATTORNEY**

### **GENERAL RESPONSIBILITIES**

The position is responsible for overseeing the activities of the Office of Legal Services. The work requires regular independent judgment and the ability to independently prioritize and organize work. The incumbent interfaces with School Board Members, the Superintendent, School Division staff and school administrators, staff, parents, patrons, litigant, and their counsel, and outside entities including the courts, police, and other agencies involved in justice, state and federal legislative and executive agencies. Perform complex professional and administrative work involving the coordination and direction of the legal services for the School Board and the School Division.

### **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.)

- Serve as the chief legal advisor to the School Board, the Superintendent, and to all departments, schools and committees of the School Board and the School Division
- Provide legal opinions for the School Board and the School Division.
- Receive general policy direction from the School Board.
- Manage all School Board and School Division legal matters not assigned to outside legal counsel.
- Manage all School Board and School Division legal business, represent and/defend and advocate for the rights of the School Board and the School Division where any estate, right, or privilege of the School Board and the School Division is called into question.
- Monitor and work collaboratively with outside legal counsel retained by the School Board's risk management office.
- Hire, monitor, and work collaboratively with outside legal counsel and/or contactors hired to handle the legal work of the School Board and the School Division.
- Attend all meetings of the School Board to furnish written or verbal opinions on questions of law and procedure when necessary.
- Draft School Board bylaws, policies, regulations, and resolutions; review for legal sufficiency.
- Work in conjunction with local members of the Virginia General Assembly or the United States Congress to propose amendments to the Constitution of Virginia, the Code of Virginia, or the Virginia Administrative Code and general legislative or regulatory matters.
- Draft and review contracts, deeds, bonds, memorandums of agreement or understandings, agreements, and other legal instruments of which the School Board or the School Division are a party or has an interest therein as requested.
- Decide major legal questions referred by attorneys on claims, leases, contracts, administrative proceedings, related legal matters and settle matters as authorized by the School Board or designated agents.
- Supervise the professional and clerical staff of the department.
- Coordinate the work of outside legal counsel and related contractors hired directly by the School Board.
- Coordinate, monitor and work cooperatively with outside legal counsel retained by the School Board's risk management contractors.
- Provide training for School Board and School Division on matters related to the law.
- Individual assignments will be determined by current workloads and the needs of the School Board and the School Division.
- 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 with little or no supervision; deal successfully and effectively with individual department heads, management, and the public; train subordinate attorneys and staff; 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 degree from an accredited law school and extensive experience as a practicing attorney, some of which shall have been in the practice of municipal law or public education law; graduation from a law school of recognized standing. Must have an active membership in good standing in the Virginia State Bar; eligibility to practice law in the Commonwealth of Virginia.

**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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