



SENIOR 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 complex legal matters and settings. 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 School Board, Superintendent, department and school-based officials, and employees with discretion and maturity.
- Serve as the School Board Attorney's designee before the School Board or with local, state, or federal agencies.
- Advise the School Board, the Superintendent, the School Division, and employees regarding compliance with applicable law, regulation, policy, bylaw, and protocol.
- Prepare, research, prosecute or defend civil litigation in state and federal trial and appellate courts.
- Negotiate and recommend settlements prior to and during complicated litigation and administrative procedures affecting the interest of the School Board and the School Division, after consultation with the School Board Attorney.
- Represent the School Board and the School Division in filings and at administrative hearings before state and federal agencies and arbitration panels.
- Handle administrative law compliance issues including but not limited to FOIA, COIA, Public Procurement, and Title IX. Provide training for staff.
- Provide legal advice in connection with the drafting of policies, regulations, and related documents, and ensuring compliance with state and federal laws and regulations.
- Negotiate, draft, and review contracts, deeds, resolutions, and other legal documents.
- Assist in the preparation of proposed legislation to be submitted to the state legislature.
- Assist in the review of bylaws, policies, regulations, protocols, and guidance documents for legal sufficiency
- 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 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 ten or more 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.
- Senior attorneys can perform work that the School Board might otherwise have to hire outside legal counsel to perform due to the complexity and required experience needed to handle the cases.