



Job Description

Job Title: Staff Attorney

Reports to: Superintendent
Department: Superintendent
Number of Days: 12 Months
Compensation: BL-11
Overtime Status: Exempt
Date Job Revised: July 12, 2010

Position Summary: Performs general legal services for the District. Is responsible for one or more areas of legal specialization such as real estate, construction, intergovernmental agreements, personal injury litigation, employment, labor, workers' compensation, and contracts. Supervises and administers all necessary legal services in assigned matters, in conjunction with outside legal counsel as required.

Qualifications/Job Requirements:

Education:

- A Juris Doctorate from an accredited law school.

Specialized Knowledge, Licenses, etc:

- License to practice law in the state of Oklahoma.

Experience:

- Five years of experience in the practice of law, including substantial responsible experience as counsel for a public jurisdiction dealing with legal problems of local, state, or federal governmental agencies.
- Experience in school law is required.

Specific Training/Skills:

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Physical Requirements (If Applicable):

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Other:

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Scope of Authority (If Applicable):

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Financial Responsibility (Such as budgetary responsibility, cash management, and purchasing):

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Customer Contacts:

- Internal: Cabinet level positions.
- External: Outside counsel.

Duties and Responsibilities:

- Advises the Superintendent and District staff on all legal matters relating to the operations of the District (e.g. administrative procedures, public employment, contracts, bids, construction, real property, student rights, general public education law, special education law, juvenile court, etc.) for the purpose of ensuring all activities are conducted according to all laws and regulations.
- Assists outside counsel with the evaluation of findings and in the development of strategies and arguments in preparation for cases for the purpose of helping outside counsel in defending lawsuits filed against the district.
- Cooperates with the School Board Attorney for the purpose of resolving lawsuits filed against the district.

- Coordinates and provides in-service training on legal matters for the purpose of keeping administrators informed of the latest changes in the laws and to prevent errors in the application of the law.
- Coordinates with other government agencies for the purpose of ensuring compliance with the state and federal procedures and mandates.
- Coordinates work performed by outside counsel (e.g. gathers evidence, does research, interprets policies and procedures, interviews staff, etc.) for the purpose of ensuring outside counsel has the information and material available to advise and defend the district.
- Develops and maintains record system for the purpose of ensuring documentation of legal matters affecting the school District.
- Provides advice to the Superintendent regarding all matters of student discipline involving suspensions, student appeals, and certified and classified discipline and terminations for the purpose of ensuring all laws, regulations and policies are adhered to.
- Provides legal advice to district administrators regarding carrying out policies and procedures established and approved the Board for the purpose of ensuring the school district operates with all laws, rules, and regulations.
- Recommends changes in policies and procedures for the purpose of ensuring compliance with applicable federal and state laws and Department of Education regulations and/or assisting the Board in reviewing and revising Board policies.
- Serves in the absence of the School Board Attorney for the purpose of ensuring the Board has legal advice available for all meetings.