



GENERAL COUNSEL

Job Overview

The General Counsel is responsible for performing professional work involving legal services to the Board of Education (BOE) and for providing legal counsel to the superintendent of schools and staff. The General Counsel must possess special knowledge of Constitutional law, Federal law, knowledge of Tennessee statutes pertaining to K-12 public schools, and knowledge of the regulatory powers, limitations, authorities, and responsibilities of the Board of Education.

This job reports to the Superintendent.

Essential Functions

- Advises the Superintendent and all BOE 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, public education law, special education law, juvenile court etc.) to ensure activities are conducted according to laws and regulations.
- Reviews, edits, creates, and oversees district legal and related documents for the purpose of conveying information to both internal and external entities in a legally compliant manner.
- Assists County and contracted attorneys with the evaluation of findings and with the development of strategies and arguments in preparation for cases for the purpose of helping outside counsel in defending 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 to ensure compliance with state and federal procedures and mandates.
- Provides advice to the Superintendent regarding matters of student discipline involving suspensions, student appeals, and certified and classified discipline and terminations.
- Provides legal advice to administrators regarding carrying out policies and procedures established and approved by the Board and/or Tennessee Code Annotated to ensure that the district operates within laws and regulations.
- Provides legal assistance and support to principals when they are required to appear in juvenile court proceedings for the purpose of ensuring they are informed of all laws, rules and regulations that are pertinent to their case.
- Recommends changes in policies and procedures to ensure compliance with applicable Federal and State laws and Department of Education regulations and/or assisting the Board Policy Committee in reviewing and revising Board policies.
- Represents administration in special education due process hearings, grievance hearings, OCR complaints, termination proceedings and School Board administrative procedures for the purpose of ensuring all laws, policies and regulations are followed or coordinates with outside counsel representing the district in such matters.
- Prepares a wide variety of written materials for the purpose of documenting activities, providing written references, conveying information, and/or supporting presentations concerning policy and procedure changes.



- Attends various meetings at district, regional, and state level for the purpose of conveying and/or gathering information required to perform job functions.

Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Working Environment

This job is performed in a standard office environment.

Generally, the job requires 80% sitting, 10% walking, and 10% standing.

Physical Requirements: some lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine dexterity.

Qualifications

Minimum experience: Job related experience within specialized field.
Experience in working with a school and/or government is preferred.

Minimum education: Doctor of Jurisprudence.

The ideal candidate will have the following education, experience, skills, knowledge, abilities and/or competencies:

- Knowledge of legal principles and practices, including civil, criminal, constitutional, contract, employment, administrative, and business law and procedures.
- Knowledge of the methods, procedures, and practices used in the conduct of civil litigation.
- Knowledge of Tennessee school law and state statutes pertaining to schools.
- Knowledge of regulatory powers, limitations, authorities, and responsibilities of the board of education.
- Knowledge of pertinent federal, state, and local laws and regulations and court decisions relating to education.
- Knowledge of methods of legal research.
- Skill in problem solving.
- Skill to perform multiple highly complex, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions.
- Ability to explain, interpret, and enforce codes, ordinances, and related laws.
- Ability to communicate effectively, both orally and in writing.
- Ability to establish and maintain effective working relationships

Required Testing: None Specified

Continuing Education/Training: Must complete required CLE in order to maintain active law license.

Required Certificates and/or Licenses: Valid Tennessee Law License

Clearances Criminal Justice Fingerprint/Background Clearance

FLSA Status: Exempt

Employee Type: Professional

Pursuant to the Williamson County Board of Education's policy of non-discrimination, Williamson County Schools does not discriminate on the basis of race, color, religion, age, sex, national origin, disability status, genetic information, protected veteran status, or any other characteristic protected by federal, state or local laws in its policies, or in the admission of, access to, treatment, or employment in its programs, services, or activities.