

JOB TITLE: GENERAL COUNSEL

BASIC FUNCTION:

Plan, organize, control, and provide direct professional legal counsel and representation for the Superintendent of Alameda Unified School district and the Board of Education on District matters as General Counsel; research, prepare and direct all legal matters as directed by the Superintendent; and perform other duties as required.

DUTIES AND RESPONSIBILITIES:

- Oversee the preparation and rendering of legal opinions upon requests to the Board of Education, the Superintendent and District administrative staff. Provide legal advice in the drafting of legal documents, rules and regulations, resolutions, applications of diverse kinds and other legal or quasi-legal papers upon request.
- Oversee the preparation of litigation and/or administrative law hearings as directed by the Superintendent, including the preparation of pleadings, and trial and appellate briefs, negotiations between parties, the conduct of trials and hearings at the level of original jurisdiction or on appeal, and other court or hearing appearances to represent most effectively the interests of the District as such interests are interpreted by the Superintendent and/or Board of Education.
- Attend and provide legal advice at meetings of the Board of Education and such other meetings as the Superintendent directs
- Plan, organize and implement long and short-term programs and activities regarding legal matters including coordinating use of any outside counsel services.
- Interpret the impact of legislation on the interests of the District as such legislation is being considered by the State legislature.
- Provide for continuing departmental staff training regarding legal issues, process and procedures.
- Oversee the maintenance of files on policy action of the Board of Education and supervise periodic revision of the rules and regulations of the Board.
- Provide technical expertise, information and assistance to the Board of Education and the Superintendent; assist in the formulation and development of policies, procedures and programs; advise the Board of Education and the Superintendent of unusual trends or problems and recommend appropriate corrective action.

- Direct the preparation and maintenance of a variety of narrative and statistical reports, personnel documentation, records and files related to assigned activities and personnel.
- Communicate with other administrators, personnel and outside organizations to coordinate activities and programs, resolve issues and conflicts and exchange information.
- Develop policies and procedures to encourage effective and efficient management controls.
- Develop and prepare the annual preliminary budget for the legal costs, analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations.
- Attend and conduct a variety of meetings as assigned; establish and maintain relations/membership with local, State and Federal agencies and associations to remain current on programs and issues that effect District legal services' present reports and initial findings.
- Perform related duties as assigned.

EDUCATION AND EXPERIENCE:

Eight years of experience in the practice of law, including substantial responsible experience as Counsel for an public jurisdiction. Specifically, a combination of experience and training that would provide the required knowledge and abilities: a Juris Doctorate from an accredited law school; license to practice law in the State of California with preferred experience in educational administration and/or school and labor laws, industrial relations, public administration and business administration and increasingly responsible experience in educational administration. Directly related law experience in a school setting is highly desirable.

KNOWLEDGE AND ABILITIES:

- Applicable Federal, State and local legislation, statutes, codes and procedures, including the California Education Code.
- Methods and procedures required to provide legal services to an administration and governing body in a large public agency.
- Principles and practices of administration, supervision and training.

- Ability to prepare and render legal opinions upon request to the Board of Education, the Superintendent and District administrative staff.
- Oversee and/or prepare and conduct litigation and administrative law hearings as directed.
- Provide leadership and direction to the District regarding professional legal activities.
- Review existing and pending legislation related to procedural guidelines and District policies.
- Maintain current knowledge of provisions of applicable federal, State and District laws, rules and regulations.
- Communicate effectively both orally and in writing; establish and maintain cooperative and effective working relationships with others.
- Interpret, apply and explain rules, regulations, policies and procedures.
- Analyze situations accurately and adopt an effective course of action.
- Meet schedules and timelines, plan and organize work, and work independently with little direction.
- Prepare comprehensive personnel, narrative and statistical reports.
- Direct the maintenance of a variety of reports and files related to assigned activities.

OTHER:

Possession of a valid California driver's license and/or be able to provide own transportation in conduct of work assignments; willingness to travel as needed.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment
 Driving a vehicle to conduct work
 Fast paced environment

PHYSICAL DEMANDS:

Hearing and speaking to exchange information in person and make presentations
 Dexterity of hands and fingers to operate a computer keyboard
 Seeing to monitor various activities and read documents, and view computer monitors
 Sitting or standing for extended periods of time

Kneeling, bending at the waist, and reaching overhead, above the shoulders, and horizontally; lifting objects.

REPORTS TO:

Superintendent of Schools

TERM OF EMPLOYMENT:

225 day work year.

SALARY SCHEDULE:

Executive Management Salary Schedule