

TALENT ACQUISITION DEPARTMENT<https://careers.browardschools.com/>

(754) 321-2320

JOB VACANCY**THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA**

AGENCY TITLE: Broward County Public Schools

POSITION TITLE: **General Counsel** REQ ID: 20184

POSITION TYPE: Legal / General Counsel Department

LOCATION: Fort Lauderdale, Florida

DATE POSTED: 10/21/2025

CLOSING DATE: 11/09/2025

SALARY RANGE: Negotiable

POSITION GOAL:

Protect the legal interests of the Broward County School District by overseeing and monitoring legal services provided for the school district by the Office of the General Counsel and by outside attorneys.

ESSENTIAL PERFORMANCE RESPONSIBILITIES:

The General Counsel shall carry out the performance responsibilities listed below.

- Supervise Deputy General Counsels, Assistant General Counsels, Law Clerks, and Clerical Staff of the Office of the General Counsel.
- Have overall responsibility for the provision of legal advice to and representation of The School Board and supervision and direction of all legal and support staff assigned to the Office of the General Counsel.
- Provide legal services in highly complex legal matters, including preparation of cases for trial, presentation of cases, and the rendering of opinions upon significant legal matters.
- Represent The School Board at School Board meetings, and other official functions.
- Serve as Parliamentarian at School Board meetings and acts as legal advisor to the School Board at quasi-judicial hearings.
- Work collaboratively with, but not limited to, school, area, and district personnel, to safeguard the legal interests of the school district by performing a wide variety of duties, including the provision of professional legal services for all departments, divisions, and offices of the school district.

The School Board of Broward County, Florida, prohibits any policy or procedure which results in discrimination on the basis of age, color, disability, gender identity, gender expression, genetic information, marital status, national origin, race, religion, sex or sexual orientation. The School Board also provides equal access to the Boy Scouts and other designated youth groups. Individuals who wish to file a discrimination and/or harassment complaint may call the Director, Equal Educational Opportunities/ADA Compliance Department & District's Equity Coordinator/Title IX Coordinator at 754-321-2150 or Teletype Machine (TTY) 754-321-2158.

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JOB VACANCY (CONT.)

- Draft and/or review board policies, contracts, deeds, and other legal documents.
- Direct legal research and preparation of legal opinions for The School Board, Superintendent, departments, divisions, and offices of the school district.
- Coordinate legal representation (external or internal) for officers and employees of the District in legal proceedings, as appropriate.
- Represent The School Board in litigation filed by/or against The School Board, including but not limited to administrative proceedings, court proceedings, civil matters, and constitutional issues.
- Coordinate and monitor work performed and services billed by outside counsel in preparing, planning, and representing The School Board in litigation.
- Recommend changes in policies and procedures to ensure compliance with applicable Federal and State laws and Department of Education regulations.
- Recommend budget, expenditures, amounts to be allocated, and amendments thereto, when necessary, for the effective operations of the Office of the General Counsel.
- Coordinate and provide in-service training on legal matters which pertain to the overall administration of the school system.
- Provide legal advice to school district officials, as needed, with regard to legal issues arising in the course of district operations.
- Review, supervise, evaluate, and approve the work of legal staff, including Deputy General Counsels, Assistant General Counsels and outside counsel in the provision of legal services to the district.
- Direct and assist in the acquisition of land for The School Board through negotiation or condemnation proceedings.
- Select and make recommendations to The School Board for the hiring and termination of Deputy General Counsels, Assistant General Counsels, and other legal and support staff.
- Provide The School Board with an annual report of legal services provided by the Office of the General Counsel.
- Perform and promote all activities in compliance with equal employment and non-discrimination policies of The School Board of Broward County, Florida.
- Participate in the training programs offered to enhance the individual skills and proficiency related to the job responsibilities.
- Review current developments, literature and technical sources of information related to job responsibilities.
- Ensure adherence to good safety procedures.
- Follow Federal and State laws, as well as School Board policies.
- Perform other duties as assigned, consistent with the goals and objectives of this position, by The School Board of Broward County, Florida, or designee.

MINIMUM QUALIFICATIONS & EXPERIENCE:

- An earned Doctor of Jurisprudence degree from an accredited law school.

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- Minimum of seven (7) years of progressively responsible managerial experience in law firms, corporate law offices, educational institutions, government or public agencies, non-profit organizations or related organizations.
- Ten (10) years of experience in public or private practice, with litigation experience in two (2) or more of the following areas: the Constitution, student rights, education, employment, civil rights, real estate, local government, procurement, contract, tort, or construction law.
- Experience supervising a team of attorneys addressing legal issues across multiple subject areas.
- Admission to and member in good standing of the State Bar of Florida.
- Computer skills as required for the position.

PREFERRED QUALIFICATIONS & EXPERIENCE:

- Admission to the General Bar of the United States District Court for the Southern District of Florida; admission to the Bar of the United States Court of Appeals for the Eleventh Circuit.
- Experience with education and/or school law.
- Knowledge of Parliamentary procedures.
- Experience as an attorney for a public agency.
- Bilingual skills.

Be Advised: All Applications Are Subject To Florida Public Records Law.

PLEASE NOTE THAT EMAILED RESUMES WILL NOT BE ACCEPTED! YOU MUST SUBMIT AN ONLINE APPLICATION.

HOW TO APPLY:

Access Broward County Public Schools (BCPS) web-based application system (HRConnect) by typing or copying and pasting the following link into the browser:

Internal BCPS Employees –

<https://performancemanager8.successfactors.com/sf/jobreq?jobId=20184&company=browardcou>

External Applicants - https://careers.browardschools.com/job/GENERAL-COUNSEL/20184-en_US/

Please see attached job description online for additional information.