Job Description

Assistant General Counsel (226 Days) -(RTP20210907-028)

Description

- Counsel relevant departments on all facets of labor and employment laws and decisions (e.g., employment contracts, hiring, discipline, incentive programs, wage and hour, privacy, termination, benefits, teacher, administrator and staff evaluations, Family Medical Leave Act, Americans with Disability Act, discrimination, harassment, retaliation, employee grievances, administrative appeals and/or agency inquiries, responses, mediations, trial etc.);
• Draft, edit or review employment policies, processes and procedures and assist in the implementation of those policies, processes and procedures
• Assists in the monitoring and handling of specific legal issues, notice of claims and demands against the District, grievances, TEA appeals, and/or litigation assigned to outside counsel as directed by the General Counsel
• Handle complaints, hearings and litigation related to school law matters;
• Assist with coordinating and overseeing timely compliance with subpoenas, including subpoenas for student records, employee records or other types of District records;
• Provide legal advice and represent District employees acting within their scope of duties in litigation matters related to the District;
• Provide counsel to District employees on legal problems arising in the course and scope of their employment and attend, represent and present evidence on behalf of the District in administrative proceedings or hearings in addition to representation in employee, student/parent, or public grievances at levels I, II, III or IV;
• Provide legal advice and legal services on complicated, high profile, or high exposure matters to Board of Trustees, the Superintendent of Schools, and senior management, including but not limited to, (1) District policies, practices and procedures, (2) execution of vendor contracts, memorandum of understandings, partnership agreements, and inter local agreements; (3) the formulation and execution of policy and other legal issues, (4) professional staff development and training, (5) chapter 21 employment contracts, and (6) grievances, complaints, demands, litigation, investigation, and other liability risks to the District;
• Provide advice to the appropriate District representatives regarding all matters of student discipline involving suspensions and student appeals for the purpose of ensuring all laws, regulations and policies are followed;
• Draft legal documents, rules and regulations, resolutions, applications of diverse kinds, inter local agreements, and all other legal or quasi-legal papers as needed;
• Provide legal assistance in the drafting of state legislation proposed by the District for presentation to the Texas State Legislature and other government entities;
• Negotiate and draft agreements for the acquisition of goods and services, real and personal property, the employment of Chapter 21 employees, architects, contract management firms, contractors, and other entities;
• Request and review Open Records Requests related to grievances, TEA appeals, and/or litigation;
• Provide assistance and advice regarding district records, including, but not limited to requests made under the Texas Public Information Act;
• Provide legal counsel on the use of District facilities;
• Request advice and information from governmental agencies and regulatory bodies, as needed;
• Attend Board briefings and Board meetings twice a month to provide legal counsel as directed by the General Counsel;
• Provide direction and assistance to legal staff as directed by the General Counsel during the General Counsel's absence from the office;
• Monitor compliance with the Texas Open Meetings Act;
• Perform all other tasks and duties as assigned.
Qualifications

- Juris Doctorate from an accredited university required
- Must have at least 2 years of employment litigation with trial experience
- 2+ years of direct School law experience preferred
- Knowledge of Federal, state, and local laws and regulations relating to public education law, employment law, contract law, and related issues affecting a school organization
- Strong organizational, communication, and interpersonal skills required to achieve the goals of the position
- Skill in conveying clear and concise oral and written communication
- Ability to anticipate, manage, analyze, evaluate, and summarize legal issues and findings, and to present legal issues, findings, and recommendations in a clear and concise manner to district personnel and other individuals or at proceedings
- Strong legal research, litigation and analytical skills
- Skills to represent the District in negotiations with vendors, contractors and other entities
- Ability to analyze complex legal issues; manage multiple projects/programs; problem solve; and use of technology
- Ability to analyze and solve legal problems and interpret laws, policies, and procedures affecting the District
- Ability to work independently and as a team member
- Interpersonal skills, including but not limited to, the ability to understand human motivation and the ability to apply such knowledge to maintain good working relationships with district representatives, co-workers, subordinates and others

Work Locations
9400 N CENTRAL EXPRESSWAY SUITE 1675
Dallas 75231
Job Assistant General Counsel
Schedule Full-time
Minimum Salary 106,198.00
Median Salary: 129510.00
Posting Date Sep 8, 2021