Director of Litigation

Under the leadership of the Chief Legal Officer, the Office of Legal Counsel provides cost-effective, high-quality, creative, and proactive legal problem solving. The Office supports the Baltimore City Board of School Commissioners ("Board"), the CEO, and school system employees to navigate legal requirements, evaluate and manage legal risk, align, and conserve resources, promote collaborative dispute resolution, and reduce avoidable litigation, if possible, and engage in strategic decision-making to promote equity and academic excellence for all students. The Director of Litigation is responsible for providing high-quality legal counsel and representation on wide variety of highly complex civil litigation, labor, and employment matters, while also managing a heavy docket of often high-profile cases and supervising attorneys of varying skill levels.

Essential Functions

- Oversees and provides legal services in two of the key practice areas in the Office of Legal Counsel: litigation and labor and employment.
- Provides supervision, as designated by the Chief Legal Officer, for assistant, associate, and senior counsel, as well as support staff.
- Manages a docket of 50-100 matters per year, including all civil litigation in which City Schools or its employees are involved, either as plaintiffs or defendants, as well as labor and employment matters.
- Represents the Board, CEO, and other school system employees in cases and matters before federal and state courts and in administrative hearings, including preparing and reviewing briefs, motions, and pleadings; organizing complex discovery and production of documents; preparing for and conducting trials; closely coordinating and consulting with relevant school system staff.
- Directs and oversees City Schools' response to complaints and investigations by government agencies regarding labor and employment, special education, civil rights, and other matters, which may require written responses that include extensive legal analysis of relevant issues.
- Represents the interests of the school system in negotiating settlement or resolution of civil litigation, labor, and employment matters.
- Supervises litigation and other legal projects assigned to outside counsel and serves as liaison with such counsel to coordinate their activities in a cost-effective manner.
- Provides regular updates to the Chief Legal Officer, the Board, and City Schools leadership about ongoing litigation, labor, and employment matters, as well as opportunities for continuous improvement in school system policies and procedures identified in such matters.
- Maintains an up-to-date docket of active and recently resolved cases and prepares litigation reports to the Board, including the annual compliance report for Board Policy GBEH (Legal Representation).
- Ensures effective use and management of case management and e-Discovery tools and systems.
Participates in system-wide cross-functional teams to provide legal counsel and feedback, and, as appropriate, leads or facilitates such teams.

Provides leadership support to the Chief Legal Officer for effective operation of the Office of Legal Counsel.

Provides legal advice and counsel to the Board, the CEO, and other employees on legal requirements, best practices, and legal developments related to litigation, labor, and employment matters, including supporting in labor negotiations and the implementation of collective bargaining agreements.

Proactively identifies opportunities for City Schools to participate in litigation as a plaintiff to secure and advance the Board's strategic priorities.

Responds to public information requests and subpoenas in litigation, labor, and employment matters.

Conducts research and drafts legal opinions regarding legal questions and issues, interpreting laws, rulings, policies, and addressing current or potential litigation exposure.

Provides advice regarding federal and state legislation of concern to the school system.

Prepares and conducts legal review regarding policies, regulations, guidance, and other documents to promote the interests of the school system.

Proactively anticipates legal issues relevant to decision making.

Keeps abreast of all pertinent federal and local legislation, regulations, and case law in civil litigation, labor, and employment.

Provides updates to school system staff on relevant legal decisions, legislation, policies, or regulations which may impact school system policy or practice.

Develops and facilitates appropriate in-service activities and trainings for staff on education law, legal interpretations, and related areas.

Utilizes resources appropriately to complete work in the most efficient manner; proactively communicates the status of work; participates and contributes fully as a team member; and exercises sound judgment and decision-making skills to resolve sensitive matters.

Performs and promotes all activities in compliance with equal employment and nondiscrimination policies; follow federal and state laws, school board policies and the professional standards.

**Maximum Salary** $142494.00

**Minimum Salary** $106872.00

**Desired Qualifications**

- Possession of a Juris Doctorate Degree from an accredited law school, plus a minimum of ten years of recent progressively more responsible professional experience in public or private sector practice of law, preferably which deals with public school legal issues.
- Membership in the Maryland State Bar required.
- Documented successful experience with management and supervisory responsibilities, preferably in a legal setting.
- Extensive experience in managing large-scale projects that require substantial interaction within all levels of an organization and community stakeholders.
- Thorough knowledge of legal principles and their application, and expertise in labor and employment, as well as civil litigation.
- Demonstrated organizational skills and experience in assessing, analyzing, interpreting, and resolving complex legal problems/situations.
- Excellent skills in managing high-profile legal matters and negotiating resolutions that accommodate conflicting interests and viewpoints.
- Ability to communicate effectively orally and in writing, as well as excellent skills in legal research and in presenting, explaining, and defending policies and procedures.
- Demonstrated organizational skills and experience in assessing, analyzing, interpreting, and resolving complex problems/situations.
- Ability to develop and maintain strong working relationships with school system employees and managers at all levels, as well as external attorneys and law firms, government leaders, and community stakeholders.
- Ability to exercise independent judgment.
- Skill in dealing with sensitive, complex, and confidential human resources and legal issues.
- Ability to interact with diverse constituencies and convey complicated information with tact and diplomacy.
- Ability to work collaboratively.
- Ability to multi-task, prioritize changing assignments, and organize busy workload, meet deadlines, and work well under pressure, while exercising excellent attention to detail.
- Proficient skill in the use of technical computer applications, including electronic databases, case management systems, and Microsoft Office, including Excel and PowerPoint.
- Other combinations of applicable education, training, and experience which provide the knowledge, abilities, and skills necessary to perform effectively in the position may be considered.

Full time
Additional Details

Qualified candidates for the above position must submit the following:

- Completed online application
- Resume that clearly demonstrates the above minimum qualifications. It is important that you include all experiences and education related to the position to which you are applying.
- Upload copies of all transcripts - undergraduate, graduate and all MSDE Certifications
- Must provide three (3) professional references to include: name, title, business address, e-mail address and phone number
- All documentation/certification necessary (scanned copies accepted) to substantiate minimum qualifications; must be uploaded into application
• All documentation must be scanned and uploaded to application

**Benefits** -- This position is eligible for benefits. To review the available options please see the information relevant to the union for this position by viewing the following link: http://www.baltimorecityschools.org

• Baltimore City Public Schools ("City Schools") does not discriminate in its employment, programs, and activities based on race, ethnicity, color, ancestry, national origin, nationality, religion, sex, sexual orientation, gender, gender identity, gender expression, marital status, pregnancy or parenting status, family structure, ability (cognitive, social/emotional, and physical), veteran status, genetic information, age, immigration or citizenship status, socioeconomic status, language, or any other legally or constitutionally protected attributes or affiliations. Discrimination undermines our community's long-standing efforts to create, foster, and promote equity and inclusion for all. Some examples of discrimination include acts of hate, violence, harassment, bullying, or retaliation. For more information, see City Schools' [non-discrimination statement](http://www.baltimorecityschools.org). City Schools also provides equal access to the Boy and Girl Scouts and other designated youth groups.

For inquiries regarding the nondiscrimination policies, please contact the Equal Employment Opportunity Manager, 200 E. North Avenue, Room 208, Baltimore, MD 21202; 410-396-8542 (phone); 410-396-2955 (fax).

**This position is not affiliated with any bargaining unit.**

**This position is affiliated with the City Retirement Plan.**