The Office of Legal Counsel is committed to engaging and training the next generation of lawyers with a special interest in equal opportunity, fair practices, and education law. The Legal Fellow is a one-year position that will provide support, under the direction of the Chief Legal Officer and other attorneys in the Office of Legal Counsel, on high-priority legal projects related to education law and school system operations. In addition to conducting legal research and writing, the Legal Fellow will assist colleagues with the full array of legal matters that the Office of Legal Counsel handles, including civil rights and student matters; civil litigation; procurement and contract review; labor and employment; charter school operations; Maryland Public Information Act requests; response to subpoenas; special education; and policy development and implementation. The Legal Fellow also may assist the Office of Legal Counsel with administration and implementation of City Schools' equal opportunity, fair practices, and Title IX initiatives.

The ideal candidate will have a demonstrated passion for educational equity and a desire to work in an urban school district. Experience working with underserved communities and an interest in civil rights and K-12 education are also preferred. This Legal Fellow position will offer a wide array of experience working in a dynamic and fast-paced general counsel's office and exposure to a variety of legal practice areas. In addition, the Office of Legal Counsel will support the Legal Fellow to explore opportunities to continue to work in City Schools and/or education law at the conclusion of their one-year Legal Fellow position.

**Essential Functions**

- Provides legal support to the Office of Legal Counsel, including the Chief Legal Officer, Senior Counsel, Associate Counsel, and Assistant Counsel regarding legal requirements, best practices, and legal developments in the legal practice area(s) of assignment, as well as a wide variety of other matters, including but not limited to, litigation, labor and employment, civil rights and student matters, special education, procurement, contracts, transactions, and land use.
- Fulfills and conducts legal review regarding responses to public information requests, subpoenas, and requests for student and employee records.
- Supports legal representation of 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; and closely coordinating and consulting with relevant school system staff.
- Conducts legal research and drafts legal opinions regarding legal questions and issues, interpreting laws, rulings, policies, and addressing current or potential litigation exposure.
• Prepares and conducts legal review regarding policies, regulations, contracts, transactions, agreements, and other documents to promote the interests of the school system.
• Helps develop and implement processes and protocols to ensure that legal review supports delivery of critical services to our communities, schools, and students, while also ensuring proactive legal problem-solving on the front-end of projects to effectively evaluate and mitigate, to the extent possible, significant legal risk.
• Assists in the development of appropriate in-service activities, trainings, and materials for staff on education law, fair practices and compliance, and other legal interpretations or initiatives.
• Provides direct support to school-based staff on custody disputes and other legal matters.
• 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 confidential and highly responsible legal support to the Chief Legal Officer as necessary.
• 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 $70000.00
Minimum Salary $65000.00

Desired Qualifications

• Possession of a Juris Doctorate ("J.D.") Degree from an accredited law school by the time the Legal Fellow position begins. This Legal Fellow position is open to JD graduates of the class of 2024 and other recent JD graduates.
• Membership in the Maryland State Bar or plans to take the Maryland State Bar in the summer of 2024.
• Interest and some level of experience in one or more of the primary legal practice areas of the Office of Legal Counsel (e.g., special education, student civil rights, and school support services, contracts and transactions, labor and employment, and litigation).
• Ability to communicate effectively orally and in writing, as well as excellent skills in legal research and presenting, explaining, and defending policies and procedures.
• Ability to work effectively in a high-paced environment, multi-task, prioritize changing assignments, and organize busy workload, meet deadlines, and work well under pressure, while exercising excellent attention to detail.
• Proficient in the use of computer applications including Microsoft Office, including the ability to maintain and update electronic databases, and in the use of Microsoft Office applications such as Excel and PowerPoint.
• Excellent interpersonal skills and the ability to contribute fully and collaboratively in teams and maintain strong working relationships with school system employees and managers at all levels.

• Ability to exercise professionalism, considerable initiative, discretion, good judgment, and tact in dealing with complex and sensitive matters, anticipating requirements to keep legal counsel and staff informed, and handling frequent contact with high-level officials within City Schools and in other organizations.

• Dedication to the vision, mission, goals, and objectives of City Schools.

• 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 does not discriminate on the basis of race, color, ancestry or national origin, religion, sex, sexual orientation, gender identity, gender expression, marital status, disability, veteran status, genetic information, or age in its employment, programs and activities and provides equal access to the Boy Scouts of America and other designated youth groups. For inquiries regarding the nondiscrimination policies, please contact Equal Opportunity Manager, Title IX Coordinator Equal Employment Opportunity and Title IX Compliance Office 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.