

Asst General Counsel

4400 West 18th, Houston, Texas (US-TX), 77092, United States

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ID: 22812

Job Description

Location: Hattie Mae White

Department: Legal Affairs

Area:District Wide

Contract Months:12

Salary Range: \$100,360.00 – \$165,609.60

Academic Year: 24-25

JOB SUMMARY

Assists the general counsel in providing timely and quality legal advice, services, and professional training to the Board of Education, the superintendent and administrative staff relative to all laws, rules, and regulations affecting education. Represents the district and administrative staff in judicial and administrative proceedings, grievances, employee disciplinary matters, and coordinate responses to investigations by state and federal agencies.

MAJOR DUTIES & RESPONSIBILITIES

- Draft, review and negotiate a wide variety of contracts, including, but not limited to, educational service, construction, inter-governmental and business contracts; manage the lifecycle of assigned transactions, develop form agreements and best practices, conducts research and renders legal opinion on issues affecting district programs and services, and makes recommendations to general counsel to ensure that the district's programs and services are in compliance with legislative changes, federal laws, and judicial decisions.
- Renders legal advice to the general counsel on major issues. Assists in investigations conducted by other entities such as Internal Audit, Employee Relations, and reviews proposed recommendations for approval of the foregoing activities.
- Provides advice and counsel to the central office staff and school administrative staff on various business related legal issues. Develop and conduct appropriate training as approved by the general counsel to administrative staff.

- Represents the district as assigned by general counsel in administrative proceedings and grievances.
- Represents the district in litigation matters assigned by the general counsel, including fire code citations, and pending legal matters in state, county, and municipal courts. Supports litigation as needed including, discovery, trial strategies, investigations, witness identification and preparation. Assists in the monitoring and handling of cases assigned to outside counsel as directed by the general counsel.

MAJOR DUTIES & RESPONSIBILITIES CONTINUED

- Performs other job-related duties as assigned.

EDUCATION

Juris Doctorate from an American Bar Association accredited law school

WORK EXPERIENCE

5 to 7 years

Experience representing public entities in the areas of transactional, business/commercial, and constructional law preferred, but not required.

SKILL AND/OR REQUIRED LICENSING/CERTIFICATION

Microsoft Office 365

State of Texas Licensed Attorney

LEADERSHIP RESPONSIBILITIES

Provide guidance to the superintendent and senior leadership in the district.

WORK COMPLEXITY/INDEPENDENT JUDGMENT

Work is highly complex and broad in scope covering several departments/divisions across HISD. Supervision received typically consists of providing periodic coaching, advice and feedback.

BUDGET AUTHORITY

As designated by the general counsel.

PROBLEM SOLVING

Greater latitude and discretion is warranted in making decisions, which affect major areas of HISD and possibly the organization's public image. The job is constantly expected to apply creative solutions to complex problems and develop new ideas and concepts. Reviews and approves decisions and/or recommendations that may have a significant impact on the entire organization.

IMPACT OF DECISIONS

Decisions have considerable impact to multiple divisions or the organization causing risks or improvements to relationships, significant efficiencies or delays in operations, and/or significant financial gains or expenses. Errors are serious and difficult to discover, normally

involve decisions not subject to detailed review and will result in excessive costs and/or significant project delays.

COMMUNICATION/INTERACTIONS

Negotiate and influence - interprets department strategies and services, resolves conflicts, influences outcomes on matters of significance for the division, conducts final negotiations and coordinates approvals/decision making below the executive level. Interactions are typically with senior district leadership.

CUSTOMER RELATIONSHIPS

Leads others in the resolution of highly sensitive and confidential issues on behalf of the department. Acts as a trusted advisor, and becomes involved in the decision-making process including presenting alternatives and information, applying persuasion and negotiation skills in the resolution of legal issues. Monitors client/stakeholder service standards.

WORKING/ENVIRONMENTAL CONDITIONS

Work is normally performed in a typical interior work environment which does not subject the employee to any hazardous or unpleasant elements.

Ability to carry and/or lift 45 pounds or more.

Houston Independent School District is an equal opportunity employer.