



Job Title: General Counsel

Department: Superintendent's Office

Reports To: Superintendent

Grade: XG-06

Number of Days: 12 Months

Security Access: Education Service Center

Overtime Status: Exempt

Last Revised Date: June 13, 2024

Oklahoma Teacher's Retirement: Mandatory Participation

Bargaining Unit: NA

Funding Source: District Paid

Mission: Our students lead through literacy, are empowered through experience, and contribute to their community.

Vision: Tulsa Public Schools honors the diversity, creativity, and passion of our students, elevating every student to be designers of their destiny.

Core Values: Our core values guide how we work and interact with each other at every level of the organization. We embrace and embody these values every day:

- **Equity:** We know that our diversity is a community treasure, and we are committed to dismantling practices and systems that perpetuate inequalities, being actively anti-bias, anti-racist, and working toward justice and opportunity for all.
- **Character:** We are honest, trustworthy and have high standards of behavior. We make decisions based on what our students and community need, and we do the right thing even when it is hard.
- **Excellence:** We work together to give Tulsa the world-class schools it needs and deserves. We expect a lot of one another, and we support one another in achieving our shared, high expectations.
- **Team:** We care for one another and work together to celebrate success, learn from struggles, and work to help every team member be their best selves.
- **Joy:** Joy at school and at work makes us more productive, because when we create, innovate, and imagine, our motivation grows. Also, we love to have fun!

Position Summary: Serve as a key advisor to the Superintendent and executive team on policy development and strategy. Responsible for planning, organizing, and coordinating legal services with a special focus on maximizing efficiencies and appropriately leveraging the district's legal team. Oversee and align the work of the staff attorney, worker's comp attorney and the advocacy coordinator. Oversee all charter and partnership school policies and contracts. Review existing policies and recommend revisions where appropriate to ensure they are designed to further the academic and excellence mission of Tulsa Public Schools. Represent the Superintendent and participate in districtwide initiatives and planning, providing unique insights and perspectives. Collaborate with executive team and instructional leadership team to create a high performing learning organization that ensures the success of each child.

Minimum Qualifications:

Education:

- Juris Doctorate from an accredited law school

Experience:

- Ten (10) years of experience in the practice of law, including substantial responsible experience for a large urban public jurisdiction is required
- Experience in a K-12 public school setting is preferred
- Proven experience in leading effective teams and individuals, managing organizational change and initiating key innovations

Specialized Knowledge, Licenses, etc.:

- License to practice law in the State of Oklahoma
- Knowledge and understanding of federal, state and local laws, regulations and court decisions applicable to K-12 education as related to Tulsa Public Schools
- Knowledge of principles and practices of public administration, intergovernmental relations, and school business operations
- Understanding of methods and procedures required to provide legal services to an administration and governing body in a large urban public agency
- Knowledge of current economic, political and sociological conditions affecting school districts
- Knowledge of current issues and special challenges of large urban school districts and their communities
- Current knowledge of provisions of applicable federal, State and district laws, rules and regulations

Responsibilities and Essential Functions: The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Provides technical legal expertise, counsel and assistance to the Superintendent and executive team
- Assists in the formulation and development of policies, procedures and programs to further the goals and priorities as outlined in the strategic plan
- Oversees the preparation of litigation and/or administrative law hearings, including the preparation of pleadings, and trial and appellate briefs, negotiations between parties, the conduct of trials and hearings at the level of original jurisdiction or on appeal, and other court or hearing appearances to most effectively represent the interests of the District as interpreted by the Superintendent and/or Board of Education
- Represents the Superintendent and participates in districtwide budget, business and educational initiatives, and program and operational planning, providing unique insights and perspectives
- Collaborates, recommends, and develops cross-functional team strategies designed to serve student, family, local constituent and district stakeholder needs
- Oversees and aligns the work of the legal team to maximize efficiencies
- Plans, organizes, and implements long and short-term programs and activities of the district's legal services division
- Assigns outside counsel to handle litigation matters as necessary; monitors and reviews the work performed by outside counsel
- Provides legal assistance in the drafting of State legislation proposed by the district for presentation to the Oklahoma State Legislature; interprets the impact of legislation on the interests of the district as such legislation is being considered by the legislature
- Develops policies and procedures to encourage effective and efficient management controls as well as oversees the maintenance of district files for revisions

- Develops and prepares the annual preliminary budget for the Office of General Counsel; analyzes and reviews budgetary and financial data; controls and authorizes expenditures in accordance with established limitations
- Demonstrates a commitment to TPS by developing a thorough knowledge and application of the district and other board policies; participates in staff development, in-services and trainings related to diversity, equity and inclusion in the workplace and in K-12 education; models appropriate behaviors; develops, recommends, and implements improvements to business and educational practices with awareness and understanding of their impact in a racially and culturally diverse community
- Supervises the performance of the General Counsel team; interviews, selects, evaluates, and trains team members
- Serves as a senior district leader and key member of the Leadership Team focused on building coherence and positive relational trust while representing and advocating for the needs of all TPS schools
- Builds and leads a highly effective, innovative Office of General Counsel
- Communicates with all departments on a regular basis and ensure effective systems and structures are in place to maintain a results-focus, efficiency, and drive toward student achievement goals of the strategic plan
- Performs other duties, tasks, and services consistent with this position

Skills and Abilities Required: The following characteristics and physical skills are important for the successful performance of assigned duties.

Knowledge and expertise:

- Advanced ability to set and meet goals and priorities, and work with colleagues to implement and drive results-oriented systems for teaching and learning including experience with multilingual, multicultural and special education students
- Highly effective organizational and consensus building skills
- Exceptional communication ability, both written and oral (with individuals and groups)
- Strong analytic, performance management and systems-thinking orientation
- Experience reviewing existing and pending legislation related to procedural guidelines and district policies
- Ability to interpret, apply and explain laws, rules, regulations, policies and procedures
- Experience in understanding, interpreting, applying and explaining complex state and federal policy, law, regulation and court decisions applicable to school business and financial operations
- Maintain confidentiality of highly sensitive information
- Act judiciously under pressure

Empathy and commitment to cause:

- Deep understanding of the urban school system environment and commitment to improving student achievement
- Passionately believes that all students can achieve at high levels
- Demonstrates cultural competence and a deep understanding of and empathy for issues facing urban families

Communication, interpersonal and team skills:

- Builds and maintains strong relationships
- Ability to oscillate between independent and collaborative work with ease
- Possesses strong verbal and written communication skills
- Builds consensus and resolves conflicts; exhibits willingness to have difficult conversations

- Skillfully navigates existing political structures/systems

Problem solving and systems thinking:

- Makes decisions using data and technology
- Takes initiative to solve problems and create stakeholder buy-in
- Identifies and prioritizes mission critical issues with alignment of people, time and resources
- Offer innovative solutions to seemingly intractable problems
- Exhibits strong focus on goals and results; sets clear metrics for success
- Thrives in achievement-oriented and fast-paced environment
- Removes barriers or obstacles that make it difficult for principals to achieve their goals and ensures that school leaders have the resources they need to succeed

Leadership skills:

- Motivates, inspires, and moves other adults to action to achieve ambitious goals
- Skilled at re-envisioning, building, and managing a team, especially in a time of growth and change; excellent at identifying talent and taking advantage of each person's skills and contribution to team effort
- Builds coalitions and works collaboratively with diverse stakeholders at all levels, including but not limited to district personnel, students, families, communities, and/or advocacy groups
- Ability to train, supervise, and evaluate staff from different cultural backgrounds and skill sets

Customer Contacts:

- **Internal:** TPS District Employees
- **External:** Students, families, partnered vendors, community members, local and state agencies, local and state media outlets

Supervisory Responsibility:

- Directly supervises the Staff Attorney, Workers' Compensation Attorney, Director of Charter and Partnership Schools, the Policy and Advocacy Coordinator and two Paralegals

Working Conditions: Exposure to the following situations may range from rare to frequent based on circumstances and factors that may not be predictable.

- Subject to stress caused by changing environment, complexity of the organization, tight deadlines and heavy workload
- Physical requirements consistent with an office setting
- Must be mobile to attend events and meetings outside of regular work hours
- Occasional to frequent travel to district and non-district sites

Tulsa Public Schools is committed to building a diverse and inclusive team of individuals who contribute to the district's mission with their talents, skills, and energy. Tulsa Public Schools is an equal opportunity employer and does not discriminate on the basis of race, religion, color, national origin, sex, sexual orientation, gender expression, gender identity, pregnancy, disability, genetic information, veteran status, marital status, age, or any other classification protected by applicable law.

Tulsa Public Schools also provides reasonable accommodations to qualified applicants and employees with disabilities. If you need an accommodation during the application process, please contact the district's talent management department at 918-746-6310 or the district's human rights and Title IX coordinator at 918-746-6985. You can also direct your request for

accommodation in writing to the Tulsa Public Schools Education Service Center, Attn: Talent Management, 3027 S. New Haven Ave., Tulsa, OK 74114-6131.