

24-25 - Associate General Legal Counsel, 1.0 (40 hpw)

Legal Services

Doyle 103

Compensation: \$118,863.00 - 131,503.00 Annual Salary

To ensure consideration, candidate materials should be received by March 21, 2025. However, this position will remain open and applications may be considered until the position is filled.

Why You Should Work with MMSD!

The Madison Metropolitan School District (MMSD) is the second-largest school district in Wisconsin. We have a simple but bold vision — to ensure that every school is a thriving school that prepares every student to graduate from high school ready for college, career, and community. We welcome applicants who will actively contribute to our ongoing commitment to making MMSD a thriving, welcoming environment for all students, families, and staff.

We firmly believe in and are here to create a work environment that is challenging and rewarding, while supporting employees in their career path. We strive to provide, encourage, grow, and develop a talented workforce that better supports and represents the diversity of our student population.

In addition, we have a great compensation package. Visit our [benefits page](#) for more information.

Becoming a Model School District

The Madison Metropolitan School District is committed to being anti-racist, culturally responsive, and inclusive. We have a simple but bold vision — to ensure that every school is a thriving school, fostering the growth of every student so they graduate from high school ready for college, career and community.

Our strategy is captured in our [strategic framework](#), and centers on three major goals: that all children achieve academically, that our schools are places where children and adults thrive, and that our Black youth excel at school. To achieve this vision, we seek to retain staff in all positions, who are committed to being anti-racist, culturally responsive, and inclusive. Staff who will actively contribute to our ongoing commitment to making MMSD a thriving, welcoming environment for all students, families and staff.

We firmly believe and are here to create a work environment that is challenging and rewarding, while supporting you in your career path. We aim to foster, cultivate, and retain a skilled workforce that supports and mirrors the diversity of our student population.

We know this vision doesn't come to life without dynamic leaders and support staff in every school.

Purpose of Position:

Under the general supervision of the General Counsel, this position will assist the General Counsel with overall legal leadership of the Madison Metropolitan School District. This position is responsible for providing leadership and direction of the District's legal responsibilities. This would include collaborative working relationships with many areas of the District, including the Board of Education, Superintendent, school district leadership, Human Resources, certified unions or representative groups, and serve in the absence of the General Counsel. This position will supervise staff in the legal department. This role provides legal support and guidance on a wide range of issues, with a primary focus on labor and employment matters, public records, and litigation. This incumbent should have a growth mindset for a multi-faceted operation while focusing on creating a positive work culture.

Supervisory Responsibilities:

This position will directly supervise up to 5.0 full time staff.

Key Responsibilities:

- Collaborate with the General Counsel in rendering legal services to the Board of Education and Madison Metropolitan School District (MMSD) on a wide variety of issues including school district governance, finance, intellectual property, compliance, pupil matters, Title IX, and tort liability, with an emphasis on labor and employment matters, public records, and general litigation.
- Represent the District or collaborate with external counsel in judicial and administrative proceedings, including cases of discrimination, harassment, and employment matters such as grievance and prohibited practice hearings.
- Provide legal advice to the Superintendent and other staff on the impact of administrative and judicial decisions affecting the District.
- Offer counsel on day-to-day legal topics including family law, student rights, pupil records, open meetings, and public records.

- Prepare and review legal documents such as pleadings, briefs, motions, contracts, and leases.
- Assists with complaints that are filed in relation to discrimination and harassment.

Qualifications

**You should address your experience with these qualifications in your application materials.*

A qualified candidate will have all of the following:

- Licensed to practice law in the State of Wisconsin, or able to be licensed at the time employment begins.
- A minimum of five years experience in private practice or with a public agency with comprehensive working knowledge of laws applicable to the operation of governmental entities, school law, and labor and employment in particular. New graduates will not be considered for this position.
- Direct litigation experience.
- Knowledge of legal principles and techniques for providing advice and consultation services to District staff, executive leadership, and the Board of Education.
- Proven ability to navigate legal proceedings while working with external counsel.
- Ability to analyze, interpret, apply, and communicate complex laws, regulations, and policies.
- Ability to manage multiple projects simultaneously, prioritize, and manage multiple tasks simultaneously and adhere to deadlines.
- Strong communication and presentation skills with experience addressing senior management and/or external audiences.

Physical and Sensory Requirements:

Environmental Adaptability:

Ability to work under generally safe and comfortable conditions where exposure to environmental factors is minimal and poses little to no risk of injury. Ability to exert moderate physical effort in light work, typically involving some combination of stooping, kneeling, crouching and crawling, and lifting, carrying, pushing, and pulling objects and

materials of moderate weight, twenty to fifty pounds.

Working Conditions:

1. Work requires travel to different locations within the district and to off-site meetings.
2. Position requires working evenings, nights, and some weekends.
3. Certain positions within the District may allow remote/work from home flexibility for a portion of their work schedule, depending on the needs of the position and the work unit. This topic and any remote work flexibility that may be available will be discussed in more detail in the interview process

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of the individual so classified.

Disclaimer: This position description is subject to change at any time. The above job description does not limit the duties and responsibilities listed above. Employees in this position may be required to perform additional job-related tasks as directed by the supervisor.

The Madison Metropolitan School District is an Equal Opportunity Employer. We continue to seek a diverse and talented workforce. We encourage veterans, women, people of color, LGBTQIA+, and people with disabilities to apply. Qualified applicants are considered for employment without regard to age, race, color, religion, sex, national origin, sexual orientation, disability, or veteran status. In compliance with the Americans with Disabilities Act, the District will provide reasonable accommodations to qualified individuals with disabilities.

This position is not eligible for sponsorship. You must apply on our career page to be considered for this opportunity.