SEATTLE PUBLIC SCHOOLS
invites applications for the position of:

Assistant General Counsel/PRO

An Equal Opportunity Employer

SALARY: $79,539.20 - $107,452.80 Annually

OPENING DATE: 07/01/21

CLOSING DATE: Continuous

REQUIRED ATTACHMENTS:

OVERVIEW OF POSITION:

This position is opened until filled. Interested applicants should apply right away. A first review of the applications will take place on July 19.

This position serves legal counsel and representative to assigned District managers and their staff. As a general legal practitioner, this role advises the District in addressing legal issues, provides expertise in specialized legal areas or litigation, and makes presentations and recommendations to the Superintendent and the Board of Directors on legal issues or cases.

This position is the intermediate level of a group of attorney positions within the General Counsel's office. The series will include entry, senior and supervisory positions. The incumbent exercises sound professional judgment with minimal direction from General Counsel or Deputy General Counsel based upon experience and practice as a government, corporate or firm lawyer.

ESSENTIAL FUNCTIONS:

- Acts as legal counsel and representative to the District.
- Advises District administrators regarding complex legal and factual issues in economic, social or political terms.
- Undertakes lead responsibilities for a wide-breadth of legal practice areas and is a practitioner in specialty areas of strategic importance to the District such as, special education, employment, school law, and construction.
- Supports colleagues and maintains the office as a positive workplace.
- Contributes to the office's efficient operation.
- Provides professional interpretations and recommendations to assigned management, administrators, and their staff in order to respond to complaints filed with state and federal agencies, and lawsuits.
- Plans preventative measures.
- Serves as a resource for decisions affecting policies and procedures.
- Attends Board meetings and makes presentations to Board members as legal counsel in areas of responsibility.
- Assists in management and Board decision-making to ensure maximum protection of the District's legal rights.
- Represents the District in legal proceedings, including initiating legal action and defending the District in legal action initiated against it.
• Contracts and manages outside counsel to defend the District's interests in litigation, including controlling fees and costs and advising on strategy and settlement.
• Participates in a wide breadth of legal issues and cases filed against assigned management, administrators, and their staff.
• Legal issues and cases filed may involve:
  ○ Employment and Labor Law
  ○ Contract administration
  ○ Facilities operation
  ○ Federal and State educational program compliance
  ○ Staff certification
  ○ Student rights and responsibilities
  ○ Constitutional law issues
  ○ Administrative Procedures Act
  ○ Commercial transactions
  ○ Premises and Tort Liability
• Researches issues, incidents, laws, documents, and records.
• Prepares witnesses.
• Interacts with opposing counsel to resolve legal issues prior to litigation.
• Prepares and represents the District at litigation hearing(s), hearing appeals, and settlement meetings.
• Notifies parties of the results of legal actions.
• Manages litigation and handles administrative matters, including but not limited to:
  ○ Arbitrations
  ○ Unfair labor practice complaints
  ○ Citizen complaints
  ○ OCR complaints
  ○ Due Process complaints
• Develops in-depth knowledge/expertise in areas of the law that have high impact or frequency for the District such as special education, employment, school law, and construction, enabling the District to rely on in-house expertise instead of referral to outside law firms.
• Writes and reviews written policies and procedures.
• Develops and reviews contracts and provisions.
• Writes and verbally responds to requests for legal advice from central office and individual building administrators on a wide variety of issues.
• Provides interpretation of written policies and District practices to ensure proper application when converted to procedures.
• Supervises and works as a team member with assigned legal office staff and outside contracted staff investigators to respond to legal inquiries and to prepare for legal actions.
• Supervises and evaluates legal secretary or legal assistants as assigned.
• May lead entry level attorneys as assigned.
• Provides ongoing training to management and administrators on legal issues, laws, and best practices of a wide range of subjects within area of assignment.
• Identifies areas of concern that need to be shared with a broader audience, which may include acting as a staff development instructor for classes or giving presentations to groups within a department or division.
• Serves as an advisor to management and administrators.
• Litigation/Arbitration: Incumbents are expected to have expertise representing the District and to assume lead counsel responsibilities in litigation, arbitrations and other adversarial matters, and to manage and direct outside counsel. Manage all aspects of case preparation and presentation for assigned matters.
• Negotiation Skills: expertise in negotiation and resolution of disputes of all types, to achieve both immediate goals, including financial goals, and long term policy objectives of the District.
• Teamwork: As assigned, participate in staff projects for resolution of complex processes, bringing together disparate departments to identify, agree upon, plan, develop processes and implement steps to achieve common goals.
• Serve as advisor to senior management: Incumbents are expected to serve as advisors to management on a wide range of legal, policy, strategic and tactical issues. Incumbents are
expected to have strong knowledge and familiarity with District organization, mission, goals, policies and practices.

OTHER FUNCTIONS:
- May represent the District on potentially sensitive or controversial matters.
- Serves on committees and attends meetings as needed.
- Participates in training to enhance professional skills.
- May perform related duties consistent with the scope and intent of the position.

DISTRICT-WIDE CORE COMPETENCIES:

Collaboration
Develops cooperation and teamwork while participating in a group, working toward solutions which generally benefit all involved parties.
- Is seen as a team player who encourages efficient and effective collaborations.
- Works skillfully in difficult situations with both internal and external groups and individuals.
- Represents his/her own interests while being open-minded to other groups.
- Builds respectful and productive relationships internally and externally.

Getting Results (Action Oriented)
Performs work with energy and drive; values planning, but will take quick, decisive action when an opportunity presents itself.
- Demonstrates a strong sense of urgency about solving problems and getting work done.
- Focuses on achieving the goal even in the face of obstacles.
- Provides timely and accurate responses to Public Records Act requests.
- Assumes responsibility for starting and finishing work with minimal supervision.
- Strives for new levels of performance.

Decision Quality & Problem Solving
Uses analysis, wisdom, experience and logical methods to make good decisions and solve difficult problems with effective solutions; appropriately incorporates multiple inputs to establish shared ownership and effective action.
- Weighs the consequences of options before making a decision.
- Applies appropriate criteria to situations for the purpose of making decisions.
- Displays self-confidence in own judgment.
- Focuses in the facts and solutions instead of opinions and problems.

Integrity
Is widely trusted; is seen as a direct, truthful individual; presents truthful information in an appropriate and helpful manner; keeps confidences; admits mistakes; doesn't misrepresent him/herself for personal gain.
- Deals with people and situations in an honest and forthright manner.
- Represents information and data accurately and completely.
- Represents the confidentiality of information and concerns shared by others.
- Takes ownership if a mistake is their own and does not blame others.

Accountability
Holds self and others accountable for measurable high-quality, timely and cost-effective results; determines objectives, sets priorities and delegates work; accepts responsibility for mistakes; complies with established control systems and rules.
- Takes responsibility and action as if the risks (financial or otherwise) are his or her own.
- Holds individuals and team accountable for their actions and results.
- Initiates action even if outcome is uncertain and is willing to accept the consequences of failure.
- Aligns own activities and priorities to meet broader organizational needs.
- Demonstrates courage and confidence in his or her own ability.

RELEVANT COMPETENCIES:

Intellectual Acumen
Is intelligent and capable; deals with concepts and complexity comfortably; is good at learning and deciphering new knowledge; able to assimilate new skills independently.

- Demonstrates and is described as someone who is intellectually sharp, agile and capable.
- Handles concepts and complexity comfortably.
- Demonstrates the ability to comfortably shift thinking on a dime.

**Time Management**
Uses his or her time effectively and efficiently; concentrates his or her efforts on the most important priorities; adeptly handles several tasks at once.

- Focuses his/her efforts on the most important priorities.
- Uses time effectively and efficiently.
- Handles multiple-tasks effectively and efficiently.
- Values other people's time.

**Comfort Around Authority**
Can deal comfortably with authority figures; presents to authority figures without undue tension; understands how authority figures think and work.

- Handles situations and presentations to senior leaders comfortably and with ease.
- Demonstrates an understanding of how senior leaders think and work.
- Develops and adapts approaches that are appropriate to the needs of the audience.

**Written Communications**
Is able to write clearly and succinctly in a variety of communication settings and styles; can get messages across that instigate appropriate actions.

- Organizes and presents information in writing in a clear and convincing manner.
- Uses appropriate writing style and tailors writing to meet the needs of the audience.
- Uses correct spelling, grammar and punctuation.

**Organizational Agility**
Knowledgeable about how organizations work; gets things done both through formal and informal channels; effectively maneuvers through complex political situations.

- Understands the interests, motivations and agendas of others.
- Uses the "informal" channels to get things done without creating problems with the "formal" channels.
- Demonstrates an understanding and consideration of how actions may impact stakeholders.
- Makes comments that move the group or situations towards a productive outcome.

**KNOWLEDGE, SKILLS & ABILITIES:**

- Knowledge of wide range of legal and compliance issues in identified specialized area.
- Current trends and related laws and regulations which affect Washington public schools or similar local government organizations.
- Maintains knowledge of current trends in laws, affecting area of assignment and public employers.
- Collaborative problem-solving and teamwork methods.
- Research, investigative, and analysis methods.
- Strong oral and written communications.
- Team building.
- Time management.
- Create presentations and conduct trainings.
- Coordinates with outside agencies to establish working relationships with other professionals engaged in legal arenas of interest to the area of assignment.
- Shift tasks and priorities.
- Experience frequent interruptions.
- Think logically and creatively.
- Flexible and adaptable.
- Effective decision maker and problem solver.
- Takes initiative and works well with a team.
- May occasionally deal with distraught or difficult individuals.
- Lead and facilitates group discussions.
- Communicate clearly with diverse audiences.
• Excellent listening skills.
• Risk identification and minimization.
• Individually advise and counsel higher management and top-level executives.
• Supervise staff and work as a team member.
• Motivate and influence others.
• Effectively represent the District.
• Develop and assist with developing legal strategies in support of District operations, in area of assignment.
• Evaluate legal issues and recommend appropriate courses of action.
• Take individual initiative.
• Accept responsibility and be held accountable.
• Coordinate multiple activities simultaneously.
• Establish and maintain effective working relationships with District management and staff, students, parents or guardians, outside agencies and the public in a multicultural community.

OTHER FACTORS:
• Required to travel between sites.
• Attends evening, weekend, and summer meetings and activities.

TYPICAL QUALIFICATIONS:

EXPERIENCE/EDUCATION:

A typical way to obtain the knowledge and abilities would be:

Two (2) to Seven (7) years of experience practicing general law and/or public records officer experience; J.D. or L.L.M. degree; or an equivalent of education and experience.

Any equivalent combination of education, experience and training that provides the required knowledge, skills and abilities to perform the work will be considered.

DESIRED CERTIFICATIONS & LICENSES:
Member in good standing of the Washington State Bar Association; Valid Washington State driver's license or evidence of equivalent mobility.

CONTINUING EDUCATION/TRAINING:
Satisfaction of continuing legal education requirements/reporting every three years.

CLEARANCES:
Criminal Justice fingerprinting and background check.

SUPPLEMENTAL INFORMATION:

Seattle Public Schools, SPS, provides Equal Educational Opportunities and Equal Employment Opportunities and does not discriminate in any programs or activities on the basis of sex; race; creed; color; religion; ancestry; national origin; age; economic status; sexual orientation, including gender expression or identity; pregnancy; marital status; physical appearance; the presence of any sensory, mental or physical disability; honorably discharged veteran or military status; or the use of a trained dog guide or service animal.

For employee questions about or requests for disability related accommodations and/or complaints of alleged discrimination, including sexual harassment, contact: Assistant Superintendent of Human Resources, Seattle Public Schools, Mailstop 33-157, P.O. Box 34165, Seattle, WA 98124-1166, 206-252-0024, or hreeoc@seattleschools.org

For students and members of the public, the following employees have been designated to handle questions and complaints of alleged discrimination: Office of Student Civil Rights, 206-252-0306, oscr@seattleschools.org, or by mail at

https://agency.governmentjobs.com/seattleschools/job_bulletin.cfm?jobID=3139690&sharedWindow=0
Seattle Public Schools, MS 32-149, P.O. Box 34165, Seattle, WA 98124-1166. In that department:

- For sex discrimination concerns, including sexual harassment, contact: Title IX Coordinator, 206-252-0367, or Title.IX@seattleschools.org
- For disability discrimination concerns contact: ADA/Section 504 Grievance Coordinator, 206-252-0178, or accessibility@seattleschools.org

APPLICATIONS MAY BE FILED ONLINE AT:
http://www.seattleschools.org/careers

OUR OFFICE IS LOCATED AT:
2445 3rd Ave South
Seattle, WA 98124-1165
206-252-0215
seridick@seattleschools.org

Job #19282
ASSISTANT GENERAL COUNSEL/PRO
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