

DOUGLAS COUNTY SCHOOL DISTRICT

Position Title: Staff Counsel

Reports to: Superintendent of Schools

POSITION SUMMARY

Principal advisor to the Superintendent and other District stakeholders on legal issues affecting the District.

ESSENTIAL DUTIES & RESPONSIBILITIES

- D 20% Investigates and researches emerging issues with legal and/or policy implications and advises the Superintendent accordingly; ensures a high level of confidentiality. Follows through with applicable formulation or edit of District policies pertaining to all phases of District operations.
- D 15% Oversees development, implementation, and application of District policies and procedures, providing legal advice, consultation and written memoranda to District stakeholders.
- W 10% Provides legal counsel and serves as a resource in all matters relating to students' rights, responsibilities, and discipline.
- W 10% Directs, coordinates, and/or prepares responses for the District's defense in cooperation with the Departments of Human Resources and Learning Services against formal written charges of discrimination filed on behalf of students or employees using the District's formal grievance process, or when brought by various state and federal agencies.
- W 10% Conducts investigations and researches legal issues in the different areas of District operations to assist departments in making legally-defensible decisions.
- W 10% Provides legal counsel and specific advice to Special Education on related legal matters.
- M 10% Provides legal advice to the Board of Education on policies and emerging issues. Prepares and delivers reports, including recommendations for new policies or revisions to existing policies as conditions change.
- M 5% Provides training for administrators and staff at all levels concerning practical application of school law.
- M 5% Maintains files and retrieval systems for legal information of relevance to the District.
- 5% Performs other related duties as assigned or requested.

MINIMUM EDUCATION OR FORMAL TRAINING

Juris Doctor Degree and licensed by the Colorado Supreme Court as an active attorney.

MINIMUM EXPERIENCE

Experience working in employment law, preferably with a K-12 public school District.

SKILL REQUIREMENTS

Excellent interpersonal relations and oral/written communication skills
Advanced skill in dealing with students and staff with diverse needs at various levels.
Attention to detail, organizational, & analytical skills.
Moderate microcomputer and software skills
Demonstrated skills in facilitation, problem solving and conflict management.
Knowledge of Continuous Quality Improvement models and data collection tools
Supervisory skills
Budget development and oversight
Staff development/training skills

GENERAL EXPECTATIONS

Is flexible.
Has the ability to work cooperatively with supervisors and co-workers.
Has the ability to effectively communicate with the school district community as well as the public at large.
Maintains a generally positive attitude.
Observes all District policies and procedures.

LICENSES OR CERTIFICATION

- ◆ Valid Colorado Driver's License

ESSENTIAL ENVIRONMENTAL DEMANDS

Mostly clean and comfortable.

ESSENTIAL PHYSICAL REQUIREMENTS

Occasional lifting of 10 - 20 pounds.
Frequent sitting, bending, stooping, walking, standing, kneeling, squatting, and reaching.

SUPERVISORY DUTIES: Direct supervision of up to 8 Professional/Classified staff members

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. Percentages assigned to responsibilities are approximate, and subject to adjustment by supervisors. This job description is not intended to create any express or implied contract of employment or expectancy of continued employment for any definite term.