

SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE:	Assistant General Counsel	REPORTS TO:	General Counsel
DEPARTMENT:	Legal Services	CLASSIFICATION:	Classified Management
FLSA:	Exempt	SALARY GRADE:	032
EFFECTIVE DATE:	July 25, 2000		

BASIC FUNCTION:

Provide legal counsel and representation for the Board of Education, the Superintendent of Schools and staff on District matters as directed by, and subject to the supervision of the General Counsel; prepare and render legal opinions concerning District powers, functions, jurisdiction and procedures; appear before federal, State and local legislative bodies to present the District position on District issues pending before those legislative bodies.

REPRESENTATIVE DUTIES:

Prepare and conduct litigation and administrative law hearings as assigned by the General Counsel; perform duties necessary in conjunction therewith on behalf of the District, including the preparation of pleadings and trial and appellate briefs, negotiation between parties, the conduct of trial and hearings at the level of original jurisdiction or on appeal, and other court or hearing appearances in order to represent most effectively the interests of the District. *E*

Prepare and render legal opinions concerning District powers, functions, jurisdiction and procedures and provide other legal, quasi-legal and research services to the Board of Education, the Superintendent and District administrative staff. *E*

Provide legal assistance in the drafting of legal documents, rules and regulations, resolutions, applications of diverse kinds, and other legal or quasi-legal papers upon request; approve such writings as to legality and form. *E*

Represent the District in collective bargaining activities, such as grievance arbitration, reviewing proposed contract language, filing and defending lawsuits; draft certificated and classified disciplinary actions for approval of Board of Education; represent the District in contested disciplinary and other related hearings. *E*

Write, review and approve contracts for the District, including vendor contracts, construction contracts, State and federal grant application agreements, architectural agreements and outside consultants; advise on District construction program, including stop notices and bonding issues. *E*

Represent the District in hearings and proceedings before state hearing and mediation officers, Office of Civil Rights, and State Department of Education; assist in the implementation and interpretation, write and review procedures and policies regarding zero-tolerance and student discipline policies; communicate with Section 504 officer to assure compliance with Board adopted policies. *E*

Provide legal assistance in the drafting of State legislation proposed by the District for presentation to the California State Legislature or the United States Congress. *E*

Conduct major litigation involving the District as directed by the General Counsel. *E*

Appear before federal, State and local legislative bodies to present the District position on District issues pending before those legislative bodies; provide required information to State. *E*

Provide legal assistance and advice to the District Charter Schools; review applications and other material submitted for petition to assure compliance with applicable legal and District laws rules and regulations; provide legal assistance in the development of Charter School policies and procedures. *E*

Attend and provide legal advice at meetings of the Board of Education, ad hoc committees established by the Board, citizen committees and other meetings as directed by the General Counsel. *E*

Participate in in-service education programs for benefit of administrative and teaching personnel including seminars and conferences with Principals, Vice Principals, counselors and teachers, as requested by the General Counsel. *E*

Supervise the activities of law student interns from accredited law schools in the San Diego area who are assigned to the office of General Counsel under clinical legal experience programs for which law school credit is received. *E*

Serve as the General Counsel in the absence of the General Counsel. *E*

Perform related duties as assigned.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: master's degree from an accredited school of law and four years of experience in the public or private practice of law, including trial work, dealing with legal problems of local, State or federal governmental agencies and experience in school law is required.

LICENSES AND OTHER REQUIREMENTS:

License to practice law in the State and federal courts of California.
Valid California driver's license.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Legal matters related to public school districts.
Current education laws and regulations regarding district legal matters.
Modern office practices, procedures and equipment.
Record-keeping techniques.
Oral and written communication skills.
Public speaking techniques.
Applicable sections of the California Administrative Regulations and other applicable laws.
Interpersonal skills using tact, patience and courtesy.
Technical aspects of field of specialty.

ABILITY TO:

Process and file liability claims.
Provide legal advice to staff.
Prepare and review contracts, leases and other legal documents.
Communicate effectively both orally and in writing.
Prepare and deliver oral presentations.
Establish and maintain cooperative and effective working relationships with others.
Compile and verify data and prepare reports.
Learn District organization, operations, policies and objectives.
Maintain current knowledge of program rules, regulations, requirements and restrictions.
Meet schedules and time lines.

WORKING CONDITIONS:

ENVIRONMENT:

Office and courtroom environment; driving a vehicle to conduct work.

PHYSICAL ABILITIES:

Dexterity of hands and fingers to operate a computer keyboard; sitting or standing for extended periods of time; hearing and speaking to exchange information and make presentations; seeing to read and write reports.

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