



Job Title: **Legal Affairs & Policy: Assistant Legal Counsel**

Department: **Legal Services**

Supervisor: **General Counsel**

Lane Placement: **Administrative Lane 3**

Schedule: **8 hrs / 242 days** Evaluation Group: **JCES**

FLSA Classification: **Exempt**

JOB DESCRIPTION

The **Legal Affairs & Policy: Assistant Legal Counsel** serves to provide legal counsel, representation, and research for the Board of Education, the Superintendent, the General Counsel, and staff on Canyons School District (CSD) matters as directed by and subject to the supervision of the General Counsel. The Assistant Legal Counsel is responsible for reviewing, researching, updating, revising, and implementing CSD policy. The Assistant Legal Counsel will be responsible for reviewing all Canyons School District policies, and under the direction of the School Board's Policy Committee, suggesting policy changes and revisions to the Canyons School District Board of Education. The Assistant Legal Counsel is responsible for tracking federal and state legislation and drafting policy revisions to ensure district compliance with state and federal law. The Assistant Legal Counsel organizes, facilitates, and communicates with stakeholder policy task forces and committees to ensure broad public input into, and acceptance of, district policies. The Assistant Legal Counsel, in conjunction with the District's Office of Public Communications, ensures that district policies are made available on-line and are current. The Assistant Legal Counsel assists the Office of the Superintendent in providing training to parents, employees, and stakeholders on important policy matters.

ESSENTIAL FUNCTIONS

The list of Essential Functions is not exhaustive and may be supplemented.

- Conducts research to inform new policy creation and policy revision, including legal and statutory research; investigation of policies from other school districts; universities; government entities; and businesses.
- In conjunction with the CSD Office of External Affairs, tracks federal and state legislation and drafts policy revisions to facilitate District compliance with state and federal law.
- Organizes and facilitates stakeholder policy task forces and committees to ensure broad public input into, and acceptance of, district policies.
- Coordinates the organization, posting, and communication of District policies on the District's Web site to ensure that policies are transparent to the public and up to date;
- Receives and reviews public comment on proposed District policies, including comment submitted by phone, e-mail, blogs, board meetings, etc.
- Assists the Office of the Superintendent in developing policy training conferences and modules, and in providing policy training to parents, employees, and stakeholders.
- Keeps accurate records of attendance and participation in policy trainings for purposes of effective risk management.
- Serves as the primary point of contact for employee and parent inquiries about district policies, and responds to such inquiries in a timely and professional manner.
- Investigates allegations of policy violation and makes recommendations to the Superintendent and staff.
- Performs other duties as the Board and Superintendent may require, including but not limited to:
 - Attends professional conferences as assigned.
 - Makes presentations to the Board of Education as directed.
 - Oversees, and conducts as needed, all academic appeal hearings for students (i.e. SALTA, advancement, retention).

- Reviews and drafts legal documents necessary for the district's operations as directed by the District's General Counsel.
- Provides input to the General Counsel on the decision whether to send matters to outside counsel and assist in the oversight of outside counsel as necessary.
- Provides counsel and work as a team with other members of Legal Services team as necessary.
- Provides sound legal advice to the Superintendent of Schools, and such other employees of the District as directed by the Superintendent, Board or General Counsel.
- Coordinates discovery requests made to the District as assigned.
- Attends meetings with governmental agencies, parent groups, and the Advisory Board as requested by the Superintendent or Supervisor.
- Protect confidentiality of records and information in possession of counsel about staff, and use discretion when sharing any such information within legal confines which is limited to records or information under control of counsel.
- In consultation with the Superintendent and the Board of Education, utilizes the district's General Counsel and outside legal counsel as appropriate.
- In the absence of the General Counsel, attend and provide legal advice and counsel at all meetings of the Board of Education, as such other meetings as assigned by the General Counsel.
- Predictable and reliable attendance.

NON-ESSENTIAL FUNCTIONS

- Other duties as assigned.

- This description should not be construed to contain every function/responsibility that may be required to be performed by an employee assigned to this position.
- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.
- The requirements listed below are representative of the education, knowledge and experience requirements; the machines, tools and equipment used; background; and any licenses or certifications required.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

QUALIFICATION REQUIREMENTS

- Incumbent must be fingerprinted and clear a criminal background check.

Minimum Job Qualifications:

- J.D. from an ABA accredited law school required, with master's degree in Education, Business, Public Policy, Communications, or other related field preferred.
- Requires minimum of three years of previous job related work experience with demonstrated competence.
- Substantial knowledge of, and experience working with, federal and state laws related to public K-12 and higher education.
- Substantial knowledge of, and experience working with, federal and state constitutional provisions delineating individual rights of students and employees, including First, Fourth, and Fourteenth Amendments of the U.S. Constitution.
- Successful and substantial prior experience in law practice or policy development preferred.
- Training or experience in negotiation, conflict resolution, and consensus building processes preferred.
- Knowledge of, and experience with, policy issues related to alignment of K-12 and higher education strongly preferred.
- Knowledge of, and experience with, labor and employment law highly desirable.
- Experience with the design and implementation of public agency web sites preferred.
- Knowledge of, and experience with, administrative rulemaking process required.

- Requires outstanding interpersonal skills, impeccable integrity, the ability to work well with a variety of stakeholders and patrons, ability to work in a team environment, and major focus on customer service. Interacts with principals and teachers, parents, lawyers, senior district office staff, general public, board of education, and the press.
- Must possess sense of humor, outstanding flexibility, ability to work in a fast-paced environment, and skill at coordinating tasks and assignments with high-level, well-educated, opinionated, outgoing personalities.
- Must possess high degree of patience, dignity, and sensitivity. Attention to detail is imperative.
- Must have advanced written and verbal communication skills.
- Excellent computer skills with Microsoft Word applications (e.g. Word, Excel, PowerPoint, etc.) and digital publishing applications required.
- Significant experience working with, or reporting directly to, elected or nonprofit governing board strongly preferred.
- Accuracy and confidentiality are critically important.
- Must have outstanding organization and initiative, and a professional, courteous demeanor suitable for working at the executive level.

NOTE: The Administration reserves the right to require specific training for this position. However, depending upon the type and quality of prior work experience and availability of formal training programs, some exchanges can be made between training and experience.

PHYSICAL REQUIREMENTS---Not limited to the following:

- Requires the ability to lift a minimum of ten (10) pounds.
- Requires ability to operate motor vehicle.

- Physical ability to perform the essential functions listed above with or without reasonable accommodation.
- Possess the physical, mental, and emotional stability to work under stressful conditions, including but not limited to: deadlines, contract requirements, inspection requirements, and interaction with critical personnel.

Note: This list of essential and marginal functions and of physical requirements is not exhaustive and may be supplemented in accordance with the requirements of the job.

All employees are required to participate in the District evaluation process.
It is the employee's responsibility to review and adhere to all district policies and procedures.
This information may be reviewed at www.canyonsdistrict.org

ADA _____

HR _____

Effective date: 11/01/2019