



Job Title: **General Counsel**
 Department: **Legal Services**
 Supervisor: **Superintendent/Board of Education**
 Lane Placement: **Administrative Lane 8**
 Schedule: **8 hrs / 242 days** Evaluation Group: **JCES**
 FLSA Classification: **Exempt**

JOB DESCRIPTION

The District's **General Counsel** serves as the responsible administrator for the Canyons School District's Office of Legal Services, and serves as the chief legal officer on all matters related to District operation. The General Counsel provides legal services, counsel and guidance to the Board of Education of the Canyons School District. The General Counsel is a member of the Superintendent's Cabinet and reports directly to the Superintendent and the Board of Education. The General Counsel is the District's designated EEO coordinator for Title IX, ADA, and Section 504 compliance and has primary responsibility for receiving, investigating, and resolving all allegations of educational or employment harassment and discrimination on the basis of sex, race, ethnicity, religion, pregnancy, and national origin, veteran's status, sexual orientation, or disability. General Counsel also works with relevant administrators to develop and implement a comprehensive ADA plan for the District to identify and remove barriers that may exist for persons with disabilities. In conjunction with the Director of Human Resources and academic staff, General Counsel is responsible for identifying and arranging reasonable accommodations to employees, and patrons with disabilities. In conjunction with the Director of Human Resources, General Counsel is responsible for investigating and resolving all employee grievances and holding appropriate hearings as required by District policy. As directed, General Counsel is responsible for training employees and students to ensure compliance with federal and state civil rights laws. The General Counsel will provide the District Leadership with effective advice on District strategies and their implementation, manage the legal function, and obtain and oversee the work of outside counsel. The General Counsel participates in the definition and development of Board policies, administrative procedures and programs and provides continuing counsel and guidance on legal matters and on legal implications of District matters.

ESSENTIAL FUNCTIONS

- Serves as the District's designated EEO coordinator responsible for District compliance with Title IX, ADA, Section 504, Title VI, Title VII, and other federal and state civil rights laws.
- Receives, investigates, and attempts to resolve allegations of educational or employment harassment and discrimination on the basis of sex, race, ethnicity, religion, pregnancy, national origin, veteran's status, sexual orientation, or disability.
- Works with relevant administrators to develop a comprehensive ADA plan for the District to identify and remove physical and nonphysical barriers that may exist for persons with disabilities.
- Identifies and arranges reasonable accommodations for employees and patrons with disabilities.
- Assists principals and District academic staff in developing accommodation plans for students, when needed.
- Leads the interactive process with employees and patrons with disabilities to identify and arrange reasonable accommodations necessary to provide equal access to educational programs, services, and facilities to persons with disabilities.
- Receives, investigates, and resolves employee grievances and oversees grievance hearings and mediations as needed.

- Coordinates with the Coordinator of Risk Management to investigate and resolve worker's compensation claims by District employees, and may represent the District at Industrial Commission hearings and other proceedings involving injured workers.
- Trains employees to assist with compliance with federal and state civil rights laws.
- Judges the merits of major court cases filed against or on behalf of the District, works with the District Leadership and Board to define a strategic defense and recommends settlements of disputes where warranted as appropriate.
- Communicates with State Risk Management and other governmental and private organizations on District legal issues as appropriate.
- Assists in complex business transactions in negotiating critical contracts.
- Structures and manages the District's internal legal function and staff of the Office of Legal Services.
- Monitors and provides guidance to ensure the District conducts operations in compliance with applicable laws and regulations.
- Provides sound legal advice to the Superintendent of Schools, and such other employees of the District as directed by the Superintendent.
- Coordinates discovery requests made to the District.
- Reviews and drafts legal documents necessary for the District's operations.
- Attends Board meetings and provides legal counsel to Board members as required.
- Attends meetings with governmental agencies, parent groups, and committees as requested by the Superintendent and/or Board.
- Protects confidentiality of records and information in possession of counsel about students and staff, and uses discretion when sharing any such information within legal confines, which is limited to records or information under control of counsel.
- Predictable and reliable attendance.
- Performs other duties as the Board and/or Superintendent may require, including but not limited to:
 - Attends professional conferences as assigned.
 - In consultation with the Superintendent and the Board of Education, utilizes District legal counsel and outside legal counsel as appropriate.

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

- Be fingerprinted and clear a criminal backgrounds check.
- Hold a law degree from an accredited school of law and be an active member of the Utah State Bar. Holding an additional Utah school administrative certificate is preferred.
- Requires minimum of 5-10 years of previous job related work experience with demonstrated competence.
- Substantial knowledge of, and experience working with, federal and state civil rights laws, including Title VII, Title IX, Section 504 of the Rehabilitation Act, and the Americans with Disabilities Act.

- 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.
- Requires experience with, and commitment to, ensuring equal opportunities for ethnic, racial, and religious minorities.
- Experience conducting highly sensitive and complex investigations preferred.
- Experience interacting with law enforcement personnel preferred.
- Experience organizing, and conducting, neutral hearings for students or employees highly desirable.
- Experience working with employment law with strong knowledge of laws and case law that impacts the workplace.
- Experience managing other attorneys and supervising support staff is required as well as experience with cost effective management of outside legal resources.
- Requires outstanding interpersonal skills and the ability to work well with a variety of stakeholders and patrons, ability to work in a team environment, and provide high levels of customer service.
- Interacts effectively with principals and teachers, parents, law enforcement officers, lawyers, senior District office staff, and the general public.
- Is flexible and able to work in a fast-paced environment, and skilled at directing tasks and assignments with well-educated, opinionated and 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 word processing applications (e.g. Word, Excel, Powerpoint, etc.).
- Experience working with racial, ethnic, and religious minorities, as well as people with disabilities, highly desirable.
- Significant experience working with, or reporting directly to, elected or nonprofit governing board strongly preferred.
- Ability to supervise and lead employees effectively.
- Accuracy and confidentiality are critically important.
- Must have outstanding organization and initiative, and a professional, courteous demeanor suitable for working at the executive level.
- Requires a valid driver's license.

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:

- While performing the duties of this job, the employee is frequently required to sit, walk and talk or hear.
- The employee is occasionally required to use hands to finger, handle, feel objects, tools, or controls; and reach with hands and arms.
- The employee must occasionally lift and/or move up to 10 pounds.
- Specific vision abilities required by this job include close vision and the ability to adjust focus.
- Requires ability to operate motor vehicles.
- Great mental effort is required due to daily pressure resulting from adverse interactions with the public, frequent deadlines, and the demands of the job.

- Physical ability to perform the essential functions listed above with or without reasonable accommodation.
- Requires the ability to lift a minimum of ten (10) pounds.
- 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