



Clay County Public Schools Interview Questions for School Board Attorney

Candidate:

Interviewer:

Date: April 25, 2023

Please rate the candidate's response for each question using the following rubric:

5 - Excellent The candidate's response provided a significant level of information that showed their thought process or experience level and professionalism far exceeded expectation.	4 - Above Standard The candidate's response provided a high level of information. Their thought process or experience level was above expectation. Professionalism was significant.	3 - Meets Standard The candidate's response was adequate. Showed ability to answer the question. Thought process and experience was at an adequate level, but did not expand or go beyond basic expectations.	2 - Below Standard The candidate struggled to provide clear and adequate answers. Candidate did not show experience or thought process to provide a level of confidence in their professional ability.	1 - Unsatisfactory The candidate was unable to articulate a response that was reasonable.
--	---	---	--	---

1. Please briefly describe what you see as your role for the Clay County School Board attorney.

Score _____

Notes:

2. Briefly inform the Board what interests you in being the School Board Attorney, even in today's climate, and what skill sets, talents, and work experience make you the ideal candidate for this position.

Score _____

Notes:

3. Share your experience with writing policy that aligns with statute and articulates the best interest of stakeholders (i.e. students, community, etc.).

Score_____

Notes:

4. How would you manage a situation in which the Board feels strongly about its position but you believe their position is not legally supportable?

Score_____

Notes:

5. How do you view your role as the Board Attorney when the Board and Superintendent are in conflict on a legal matter?

Score_____

Notes:

6. Communication is often cited as a critical element in a healthy Board/Attorney relationship. Explain how you plan to communicate with the Board as a whole and also with individual Board Members and keep them informed of current, new, and critical legal issues.

Score _____

Notes:

7. How will you work with the Board to facilitate accurate interpretation of statute to ensure legally sound decisions are made?

Score _____

Notes:

8. Have you represented a client in a matter involving the rights of a disabled student? _____

Involving disabled employees? _____ Involving a student expulsion? _____ Involving an employee dismissal? _____ Involving a contract or a bidding matter? _____

Score _____

Notes:

9. How will you keep the Board apprised of litigation and other legal matters you will be handling for them?

Score _____

Notes:

10. Express your current knowledge of and how will you remain current on school law, legislation and FLDOE rules that will affect Board decisions and the District as a whole?

Score _____

Notes:

11. How do you believe your role as Board Attorney will strengthen the Board, thus lowering their exposure to potential vulnerability?

Score _____

Notes:

12. Tell us about a situation where you had to solve a difficult problem. What did you do, what was the outcome, and what do you wish you had done differently?

Score _____

Notes:

13. Tell us about a time where your tenacity and resilience paid off as an attorney and what was the outcome.

Score _____

Notes:

14. Please share your experience with writing, reviewing, and interpreting contracts to protect the interest of your client and ensure the contract is legally sound and binding.

Score _____

Notes:

15. Briefly share your knowledge concerning Sunshine Law or “Government in the Sunshine.”

Score _____

Notes:

16. Where do you see yourself professionally in five years?

Score _____

Notes:

17. Please share with us anything you would like us to know about you that will aid us in selecting a School Board Attorney.

Score _____

Notes:

END OF INTERVIEW QUESTIONS. Please rate the following for each applicant.

5: Excellent 4: Above Standard 3: Meets Standard 2: Below Standard 1: Unsatisfactory

18. Rating of their Resume. Professional and neat. Free of errors. Did resume “sell” the individual through their experience and abilities.

Score_____

Notes:

19. Delivery and Language: Used proper language and enunciation. Professional and mature throughout the interview. Answered questions with appropriate wait time. Avoided distracting mannerisms and phrases (ummm, toppling, hair pulling, etc.)

Score_____

Notes:

20. Skill presentation: Professional and confident. Prepared and knowledgeable about the position. Gave straightforward and honest answers. Maintained good eye contact, etc.

Score_____

Notes:

Comments:

Final score _____

I believe this person meets the standard for School Board Attorney and elect to place him into the ballot process.

Yes

No