

Job Locator: S-1.1.01
School Board Attorney
Position Grade: Established by Board
Evaluated by: School Board

Job Description:

The School Board Attorney is hired by and responsible to the School Board. Said attorney provides full time, direct, professional legal counsel and representation to the School Board members and the entire School District, including the Superintendent, senior staff and other District employees. In the event of any conflict between the School Board and the Superintendent with respect to duties/functions of the School Board Attorney or any legal dispute between the School Board and the Superintendent, the Board attorney represents the interests of the School Board.

Responsibilities and duties of this position include:

1. Render oral or written legal opinions and give legal advice to the School Board, Superintendent and other departmental and school site administrators on legal questions pertaining to school business.
2. Represent the School Board and School District as legal counsel in all litigation, suits or actions instituted by or against the School Board, including but not limited to administrative hearings, civil matters and constitution issues but excluding those matters which require narrowly specialized legal expertise.
3. Coordinate outsourced legal services as needed at the direction of the School Board or Superintendent.
4. Attend all meetings of the School Board, disciplinary hearings, workshops, staff meetings and other meetings as necessary.
5. Inform the School Board and Superintendent of any pertinent court decisions and changes in state and federal law and advise the School Board of any needed or suggested litigation that will benefit the School Board.
6. Prepare or approve as to form all contracts entered into on behalf of the School Board.
7. Provide legal assistance in the drafting and review of legal documents, policies, rules, regulations, resolutions, applications, legal notices, advertisements and all other legal or quasi legal papers upon request.
8. Advise the School Board, Superintendent and staff in all matters of a legal or technical nature relating to the interpretation of statutes, charters, ordinances, contracts and regulations.
9. Advise the School Board, Superintendent and staff on the purchase, sale, lease or disposition of real and physical property.
10. Maintain competence and render legal advice and representation in all areas of school law, including but not limited to IDEA/ESE, constitutional issues, administrative law issues, discipline, land use, growth management, contracts, litigation, eminent domain, basic real estate and civil litigation.
11. Perform any other duties consistent with the legal needs of the School Board and School District as the School Board and Superintendent may require.

Required qualifications:

1. Degree from accredited law school.
2. Member of the Florida Bar admitted to practice in the state and federal courts in Northeast Florida.
3. Five years of experience in the practice of law.
4. Knowledge of school law, general law, administrative law, established precedence and sources of legal reference.
5. Knowledge of court procedures and rules of evidence.
6. Ability to plan and coordinate with other school employees.
7. Ability to apply legal principles and specialized knowledge.
8. Ability to analyze, appraise and organize facts, evidence and precedents in preparing legal opinions.
9. Ability to prepare cases and present material in a clear and logical form in both oral and written forms.
10. Ability to establish and maintain professional relationships.
11. Ability to write contracts, policies, procedures and rules.

Terms of Employment:

1. Twelve-month year.
2. Salary as established by the School Board.

Board Approved: 11/22/2005
