

SEMINOLE COUNTY PUBLIC SCHOOLS, FLORIDA

Position/Job Description

EXECUTIVE DIRECTOR, Legal Services

QUALIFICATIONS

- Juris Doctor Degree from an accredited law school.
- Member in good standing of the Florida Bar Association.
- Seven (7) years' legal experience required with ten (10) years' legal experience preferred.
- Florida Bar Board Certification in education law and state and federal government administrative law preferred.

KNOWLEDGE, SKILLS, ABILITIES

- Knowledge of labor law, public employee bargaining, and school personnel law in Florida, as well as other state and federal laws pertaining to education.
- Knowledge of personnel evaluation protocol and other personnel procedures.
- Knowledge of Administrative Procedure Act and experience in Florida Statute 120.57 proceedings.
- Knowledge of the Government in the Sunshine laws, including public meetings and public record laws.
- Skill in human interaction and conflict management.
- Ability to plan, organize, and prioritize.
- Ability to analyze, interpret, and use data in decision-making.
- Ability to communicate verbally and in writing with a variety of audiences.
- Ability to interpret policy and law.
- Ability to prepare cases and present material clearly and logically in both oral and written formats.
- Ability to effectively lead and advise the Office of Legal Services personnel.

SUPERVISION

REPORTS TO School Board
SUPERVISES Assigned Personnel, Associate School Board Attorney, outside counsel

POSITION GOAL

To provide direct, full-time professional legal counsel to the school system on school matters in a timely manner.

PERFORMANCE RESPONSIBILITIES

1. *Represent the School Board in federal, state, and county court litigation as directed by the School Board or Superintendent and represent the Superintendent or School Board in administrative proceedings as directed by the Superintendent or School Board.
2. *Advise the School Board, Superintendent, and district staff as directed by the School Board or Superintendent in matters of a legal or technical nature relating to the interpretation or application of statutes, charters, ordinances, contracts, and federal and state regulations.
3. *Inform and update School Board members and the Superintendent of impending and ongoing litigation, as well as provide an annual report to the School Board of all litigation to include financial impact to the district.
4. *Prepare and render legal opinions upon request to the School Board, Superintendent, and staff, as authorized.
5. *Provide legal assistance in the drafting of legal documents, rules and regulations, resolutions, applications, and all other legal or quasi-legal papers upon request and the review of contracts.
6. *Provide legal assistance in the drafting of state legislation proposed by the district for presentation to the State Legislature.
7. *Attend all School Board meetings and School Board work sessions and serve as parliamentarian at School Board meetings.
8. *Maintain thorough and current knowledge of federal and state laws, rules and labor relations case law concerned with collective bargaining, and employee relations.
9. *Develop and implement administrative staff development in relevant legal areas as requested.
10. *Serve as a source for informal, preventative legal counseling and training for administrative staff and other appropriate groups.

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11. *Periodically review Board policies and administrative processes and advise the School Board and Superintendent on matters that need attention.
12. *Respond to inquiries from parents, the media, and the community regarding specific problems, disputes, and community issues as requested by the School Board, Superintendent, and/or staff.
13. *Supervise assigned personnel, conduct annual performance appraisals, and make recommendations for appropriate employment action.
14. *Prepare or oversee the preparation of all required reports and maintain appropriate records.
15. *Provide leadership and direction for the assigned area(s) of responsibility.
16. *Conduct oneself in the best interests of students in support of the district's mission.
17. *Coordinate and supervise all private attorneys retained to represent the School Board and advise the School Board and staff in connection with the progress and status of matters handled by such private attorneys.
18. *Prepare scope for legal services by outside legal counsel and review all bills for legal services for accuracy and prompt payment.
19. *Review and monitor the annual budget for the Office of Legal Services with regular communication with all necessary district staff regarding any associated budget shortfalls.
20. Perform other duties/tasks consistent with the goals and objectives of this position as assigned by the School Board and Superintendent.

**Denotes essential job function/ADA*

EQUIPMENT / MATERIALS

Standard Office Equipment

PHYSICAL REQUIREMENTS

Sedentary Work Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently to lift, carry, push, pull or move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

PHYSICAL ACTIVITIES

Sitting Resting with the body supported by the buttocks or thighs.
Standing Assuming an upright position on the feet particularly for sustained periods of time.
Walking Moving about on foot to accomplish tasks, particularly for long distances.
Finger Dexterity Picking, pinching, typing or otherwise working primarily with fingers rather than with the whole hand or arm.
Repetitive Motions Substantial and continuous movements of the wrists, hands, and/or fingers.
Talking Expressing or exchanging ideas by means of the spoken word. Those activities in which detailed or important spoken instructions must be conveyed accurately, loudly or quickly.
Hearing Acuity The ability to perceive speech and other environmental sounds at normal loudness levels.
Visual Acuity The power to see at a level which allows reading of numbers and text, operation of equipment, inspection of machines, etc.

WORKING CONDITIONS

Indoors The worker is subject to inside environmental conditions. There is protection from weather conditions but not necessarily from temperature changes.

TERMS OF EMPLOYMENT

PAY GRADE	POSITION CODES	FLSA	BOARD APPROVED
AO-01-A \$108,322 - \$166,162	PeopleSoft Position TBD	<input type="checkbox"/> Applicable	March 23, 2021
District Salary Schedule	Personnel Category 14	<input checked="" type="checkbox"/> Not applicable	April 22, 2014
Months 12	EEO-5 Line 44	Previous Board Approval	August 28, 2001
Annual Days 258	Function 7100		March 28, 1995
Weekly Hours 37.5	Job Code 1423	ADA Information Provided by Walt Griffin	
Annual Hours 1935	Survey Code 71002	Position Description Prepared by Walt Griffin	

The employee shall remain free of any alcohol or non-prescribed controlled substance in the workplace throughout his/her employment in the District.