

# SEMINOLE COUNTY PUBLIC SCHOOLS, FLORIDA

## Position/Job Description

### ASSOCIATE SCHOOL BOARD ATTORNEY, Legal Services

#### QUALIFICATIONS

- Member of the Florida Bar.
- A minimum of five (5) years experience practicing law.

#### KNOWLEDGE, SKILLS, ABILITIES

- Experience should reflect knowledge of administrative procedures, general litigation procedures, appellate procedures, and thorough knowledge of state and federal laws and regulations pertaining to public education.
- Proficiency in word processing, Internet legal research and CD ROM research.
- Proficiency in West Law desirable.

#### SUPERVISION

**REPORTS TO** Executive Director, Legal Services/School Board Attorney  
**SUPERVISES** Paralegal Specialist II

#### POSITION GOAL

***To assist in providing direct, full-time professional legal representation and counsel to the district administrative staff and School Board on school matters.***

#### PERFORMANCE RESPONSIBILITIES

1. \* Assist in various areas of litigation (including appellate matters), regarding Chapter 120 proceedings, claims under § 768.28, Fla.Stat., 42 U.S.C. 1983, Title VII, and like.
2. \* Assist in providing legal support to the Director of Exceptional Students Support Services and ESSS Department staff at the request of the Director of ESSS regarding IDEA, Section 504, and ADA.
3. \* Assist as special counsel to the School Board in administrative hearing matters on a file by file basis.
4. \* Assist in the preparation of legal opinions to the Superintendent, School Board, and Senior Administrative Staff members.
5. \* Assist in the drafting of proposed legislation.
6. \* Attend School Board meetings as required.
7. \* Assist in providing informal preventative legal counseling to senior administrative staff.
8. \* Assist in the preparation of materials and implementation of staff development in relevant legal areas as requested.
9. \* Assist in the review and drafting of School Board policies.
10. \* Assist in contract drafting and review.
11. \* Maintain thorough and current knowledge of state and federal laws and regulations pertaining to public education, with an emphasis on all matters relating to special education.
12. \* Represent the School Board in litigation brought by or against the School Board as directed by the Executive Director, Legal Services/School Board Attorney.
13. \* Assist in providing legal support to the Executive Director, Human Resources and Professional Standards regarding FCHR and EEOC matters.
14. \* Perform or direct legal research.
15. \* Monitor cases that are assigned to outside legal counsel as directed by the Executive Director, Legal Services/School Board Attorney.
16. Perform other duties as assigned by the Executive Director, Legal Services/School Board Attorney.

\*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.  
**Bending** Lowering the body forward from the waist.  
**Stooping** Bending body downward and forward by bending spine at the waist through the use of the lower extremities and back muscles.  
**Twisting** Moving body from the waist using a turning motion.  
**Reaching** Extending hand(s) and arm(s) in any direction.  
**Pushing** Using upper extremities to press against something with steady force order to thrust forward, downward or outward exerting up to 10 pounds of force.  
**Pulling** Using upper extremities to drag, haul or tug objects in a sustained motion exerting up to 10 pounds of force.  
**Lifting** Raising objects from a lower to a higher position or moving objects horizontally from position to position through the use of the upper extremities and back muscles exerting up to 10 pounds of force.  
**Finger Dexterity** Picking, pinching, typing or otherwise working primarily with fingers rather than with the whole hand or arm.  
**Grasping** Applying pressure to an object with the fingers and palm.  
**Feeling** Perceiving attributes of objects, such as size, shape, temperature or texture by touching with the skin, particularly that of fingertips.  
**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**

**None** The worker is not substantially exposed to adverse environmental conditions (such as in a typical office or administrative work.)

**TERMS OF EMPLOYMENT**

<b>PAY GRADE</b>	<b>POSITION CODES</b>	<b>FLSA</b>	<b>BOARD APPROVED</b>
AO-07-E <b>\$71,237 - \$109,172</b>	PeopleSoft Position TBD	<input type="checkbox"/> Applicable	<b>July 27, 2010</b>
District Salary Schedule	Personnel Category 14	<input checked="" type="checkbox"/> Not applicable	Previous Board Approval <b>July 20, 1999</b>
Months 12	EEO-5 Line 44		
Annual Days 258	Function 7100		
Weekly Hours 37.5	Job Code 2022	ADA Information Provided by Ned Julian, Jr.	
Annual Hours 1935	Survey Code 71002	Position Description Prepared by Ned Julian, Jr.	