



ASSISTANT GENERAL COUNSEL

SUMMARY/SCOPE/GOAL

Provides legal services and legal advice to the school board, superintendent, and schools within the Brevard County Public Schools system.

QUALIFICATIONS

EDUCATION AND RELEVANT EXPERIENCE REQUIREMENTS:

REQUIRED:

- Juris Doctor (JD) from an accredited school of law.
- A minimum of five (5) years of verifiable and closely related legal practice experience required.

PREFERRED/DESIRED:

- Significant experience in the practice of educational, governmental, labor, and/or administrative law.
- Litigation experience.

CERTIFICATIONS AND LICENSES:

REQUIRED:

- Member in good standing with the Florida Bar.

PREFERRED/DESIRED:

- Florida Bar Board Certification.

PERFORMANCE RESPONSIBILITIES

ESSENTIAL FUNCTIONS:

The tasks/competencies listed below represent most of the time spent working in this position. Supervisor may assign additional tasks within the scope of this classification as necessary.

1. Manifests a professional code of ethics and values.
2. Responds to internal and external customers in a timely, accurate, courteous, and empathetic manner, representing BPS in a positive light.
3. Advises the school board and superintendent on legal matters affecting the school district.
4. Provides focused legal support and advice in the area of human resources and labor relations.
5. Responsible for representing or providing for the representation of the school board, superintendent, and, when appropriate, staff, in litigation (including appellate matters), administrative proceedings, arbitrations, mediations, and other proceedings.
6. Supervises, manages, and evaluates the work of the attorneys and support staff in the Office of Legal Services, as applicable.
7. Assists in the interpretation, review, and drafting of school board policies; participates in the review and revision of district-level procedures and practices as they relate to school board policies.
8. Responsible for monitoring and coordinating work performed by outside legal counsel, as well as reviewing and approving work of outside counsel in the provision of legal services to the district.

ASSISTANT GENERAL COUNSEL

9. Reviews legal bills submitted by outside firms for accuracy and prompt payment and assists in the preparation of scope of services for any Request for Proposal (RFP) for legal services by outside counsel, as needed.
10. Conducts and oversees legal research, prepares and renders legal opinions, and answers legal questions as requested by the school board, superintendent, and staff.
11. Attends and provides legal advice at public and closed-door meetings of the school board, as needed.
12. Coordinates the preparation of legal opinions and the dissemination of information related to such opinions.
13. Attends regular and special school board meetings and workshops, serves as parliamentarian at school board meetings, and acts as legal advisor to the school board at quasi-judicial hearings, as needed.
14. Maintains confidentiality of privileged attorney-client matters.
15. Coordinates the planning and implementation of in-service training on legal issues for the school board and school district.
16. Assists in the provision of an annual report to the school board of all litigation.
17. Keeps the General Counsel informed of all critical issues and incidents.
18. Models the routine, intentional, and effective use of technology in daily work, including communications, organization, and management tasks.

OTHER DUTIES:

Performs other duties as assigned commensurate with the skills and abilities of the position. Provides outstanding customer service and uses positive interpersonal communications skills. Makes all decisions and performs all tasks in accordance with Brevard Public Schools' strategic plan, vision, and mission. Ensures compliance with Board Policies, procedures, and applicable federal and state laws and regulations.

KNOWLEDGE, SKILLS, AND ABILITIES/TRAINING AND EQUIPMENT USAGE

JOB RELATED:

Knowledge of state and federal laws and regulations pertaining to public education. Skill and ability to represent the school board, as well as district staff, in complex litigation, administrative proceedings, and arbitrations. Knowledge of the Government-in-the-Sunshine laws, including public meetings and public records laws.

GENERAL:

Knowledge and use of time management and organizational systems. Skill in meeting and exceeding customer/stakeholder expectations within the precincts of policy, procedure, and sound judgement. Skill in active listening and social perceptiveness. Ability to communicate effectively orally and in writing. Ability to use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems. Ability to sustain focus and attention to detail for extended periods of time.

TRAINING:

Knowledge of Florida Statutes, Florida Rules of Court, Florida Rules of Civil Procedures, Florida Rules of Appellate Procedures, Florida Rules of Judicial Administration, Federal Judicial Procedures and Rules, Florida Administrative Code, Division of Administrative Hearings (DOAH) proceedings, and Office of Civil Rights (OCR) proceedings. Proficiency in word processing and internet legal research.

ASSISTANT GENERAL COUNSEL

EQUIPMENT:

Use office machines such as large volume copiers, printers, or calculators. Use computers for email, word processing, intra/internet, data entry, spreadsheets, service ticket responses, presentations, or custom applications.

PHYSICAL DEMANDS/WORK ENVIRONMENT

PHYSICAL REQUIREMENTS:

(S) 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.

POTENTIAL ENVIRONMENTAL CONDITIONS/HAZARDS:

Indoor office environment most often with Indoor/Outdoor movement between pods/locations frequently. Intermittent noise and activity level. Requires Sitting, Standing, Walking, Bending, Stooping, Kneeling, Finger Dexterity, Talking, Hearing, and Visual Acuity frequently.

TRAVEL:

Travel between sites occasionally. Travel out of county occasionally.

FOR HR USE ONLY:

DIVISION:	Superintendent/Board/Legal	DEPARTMENT:	General Counsel
TITLE CODE:	A0012	CONTENT BY:	General Counsel
GRADE:		COMPENSATION:	Human Resources
UNIT:	EXEC	LABOR RELATIONS:	Karyle Green, Ed.D.
LAST BOARD APVD:	09/24/2019	CLASSIFICATION:	Beth Thedy, Ed.D.
SCHEDULE:	8 Hrs. – 12 Mos.		

REV:	DATE:	REVISION CONTROL:	INITIATED BY:
1.0	09/24/19	Initial Release	General Counsel
1.1	11/01/2021	Update physical requirements to ADA format and add schedule	Ellie Kelly – Human Resources

The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job. Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Brevard Public Schools (BPS) is an equal opportunity/affirmative action employer committed to achieving excellence and strength through diversity. BPS seeks a wide range of applicants for its positions so that one of our core values, a qualified and diverse workforce, will be affirmed. Americans with Disabilities Act (ADA) compliance requires BPS to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.