

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA



JOB DESCRIPTION

POSITION TITLE:	General Counsel Emeritus
CONTRACT YEAR:	244 day calendar
PAY GRADE:	N/A – salary set by Board-approved contract
BARGAINING UNIT:	N/A

QUALIFICATIONS:

EDUCATION: An earned Doctor of Jurisprudence degree from an accredited law school.

EXPERIENCE: A minimum of twenty-five (25) years of progressively more responsible work experience in the field related to the title of the position.

ADDITIONAL REQUIREMENTS:

REQUIRED: Admission to and member in good standing of the State Bar of Florida. Computer skills as required for the position.

PREFERRED: Admission to the General Bar of the United States District Court for the Southern District of Florida; admission to the Bar of the United States Court of Appeals for the Eleventh Circuit. Substantial experience with education and district school board law, certification in the specialized area of education law, once this area is fully developed and established by the Florida Bar; and including experience in the supervision of attorneys. Bilingual skills preferred.

REPORTS TO: The School Board of Broward County, Florida.

SUPERVISES: None

POSITION GOAL: Act as an advisory and consulting resource to the Broward County School District, the General Counsel, the Superintendent of Schools and District Staff on legal and procedural issues of importance to the school district.

ESSENTIAL PERFORMANCE RESPONSIBILITIES:

The General Counsel Emeritus shall:

1. serve as a technical, informational and advisory resource to The School Board, The General Counsel, and to the Superintendent of Schools and district staff regarding legal and procedural issues affecting the school district.
2. work collaboratively with the General Counsel upon any legal and procedural matters that are referred to the General Counsel Emeritus by the General Counsel in areas which may include, without limitation, the following:
 - a. provide consultation upon significant legal matters, including civil, appellate and administrative litigation and other legal issues arising in the course of school district operations.
 - b. review of proposed contracts, school board policies and procedures, pleadings, motions, or other legal documents.
 - c. furnish observation and consultation support at hearings, meetings and other events.
 - d. support the monitoring of current legal developments, literature and technical sources of information regarding education law matters and assigned duties.
 - e. deliver in-service presentations and training on legal matters to appropriate District Staff.
 - f. recommend revisions to district policies and procedures to ensure compliance with applicable federal and state laws and rules promulgated by the Florida Board of Education.
3. collaborate with the Superintendent of Schools and district staff to provide, upon request, consultations with or in-service presentations to appropriate district staff regarding school district operations, policies and procedures.
4. work jointly with Risk Management Department upon areas which may include, without limitation, the following:
 - a. conduct a program review of processes and procedures for the involvement of the Office of the General Counsel in the monitoring of all third party liability and Workers Compensation claims administered by the district's self-insurance program.

- b. facilitate training to the district's third party administrator(s) and applicable district staff concerning any recommended modifications and enhancements of claims procedures resulting from the program review.
 - c. ensure development of a standard process for communicating relevant and pertinent information to the School Board concerning the legal proceedings administered by the district's self-insurance program.
 - d. review compensation paid to those outside defense attorneys providing legal services for claims administered by the district's self-insurance program and to recommend a process to periodically review the appropriateness of compensation.
- 5. perform and promote all activities in compliance with equal employment and non-discrimination policies of The School Board of Broward County, Florida.
 - 6. participate successfully in the training programs offered to increase the individual's skill and proficiency related to the assignments.
 - 7. review current developments, literature and technical sources of information related to job responsibility.
 - 8. ensure adherence to good safety procedures.
 - 9. follow Federal and State laws, as well as School Board policies.
 - 10. perform other duties as assigned, consistent with the goals and objectives of this position, by The School Board of Broward County, Florida and as referred by the General Counsel.

PHYSICAL REQUIREMENTS:

Light work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the School Board.

FLSA OVERTIME CATEGORY:

Job is exempt from the overtime provisions of the Fair Labor Standards Act.

EVALUATION:

Performance will be evaluated in accordance with Board approved employment contract.

