



**THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA**

**JOB DESCRIPTION**

<b>POSITION TITLE:</b>	General Counsel
<b>CONTRACT YEAR:</b>	244 day calendar
<b>CONTRACT TERM:</b>	As negotiated
<b>PAY GRADE:</b>	N/A – salary set by Board-approved contract
<b>BARGAINING UNIT:</b>	N/A

**QUALIFICATIONS:**

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

**EXPERIENCE:** A minimum of ten (10) 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 or as an attorney for a public agency, including experience in the supervision of attorneys. Bilingual skills preferred.

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

**SUPERVISES:** Deputy General Counsels, Assistant General Counsels, Law Clerks, and Clerical Staff of the Office of the General Counsel.

**POSITION GOAL:** Protect the legal interests of the Broward County School District by overseeing and monitoring legal services provided for the school district by the Office of the General Counsel and by outside attorneys.

**ESSENTIAL PERFORMANCE RESPONSIBILITIES:**

**The General Counsel shall:**

1. have overall responsibility for the provision of legal advice to and representation of The School Board and supervision and direction of all legal and support staff assigned to the Office of the General Counsel.
2. provide legal services in highly complex legal matters, including preparation of cases for trial, presentation of cases, and the rendering of opinions upon significant legal matters.
3. represent The School Board at School Board meetings, committee meetings, and other official functions.
4. work collaboratively with, but not limited to, school, area, and district personnel to safeguard the legal interests of the school district by performing a wide variety of duties including provision of professional legal services for all departments, divisions and offices of the school district.
5. draft and/or review of board policies, contracts, deeds, and other legal documents.
6. direct legal research and preparation of legal opinions for the School Board, Superintendent, departments, divisions and offices of the school district.
7. coordinate and direct investigations of claims and complaints by or against The School Board, as appropriate.
8. represent The School Board in litigation filed by or against The School Board, including but not limited to administrative proceedings, court proceedings, civil matters and constitutional issues.
9. coordinate and monitor work performed and services billed by outside counsel in preparing, planning, and representing The School Board in litigation.
10. recommend changes in policies and procedures to ensure compliance with applicable federal and state laws and Department of Education regulations.
11. recommend budget, expenditures, amounts to be allocated, and amendments thereto when necessary for the effective operations of the Office of the General Counsel.
12. coordinate and provide in-service training on legal matters which pertain to the overall administration of the school system.
13. provide legal advice to school district officials as needed with regard to legal issues arising in the course of district operations.
14. review, supervise, evaluate and approve work of legal staff, including Deputy General Counsels, Assistant General Counsel and outside counsel in the provision of legal services to the district.
15. direct and assist in the acquisition of land for The School Board through negotiation or condemnation proceedings.
16. select and make recommendations to The School Board for the hiring and termination of Deputy General Counsels, Assistants General Counsels and other legal and support staff.

17. provide The School Board with an annual report of legal services provided by the Office of the General Counsel.
18. perform and promote all activities in compliance with equal employment and non-discrimination policies of The School Board of Broward County, FL.
19. participate successfully in the training programs offered to increase the individual's skill and proficiency related to the assignments.
20. review current developments, literature and technical sources of information related to job responsibility.
21. ensure adherence to good safety procedures.
22. follow Federal and State laws, as well as School Board policies.
23. perform other duties as assigned, consistent with the goals and objectives of this position, by The School Board of Broward County, Florida or designee.

**SIGNIFICANT CONTACTS –frequency, contact, purpose, and desired end result:**

Acts, on behalf of the Broward County School District, as the senior legal representative for The School Board in litigation filed by or against The School Board, including but not limited to administrative proceedings, court proceedings, civil matters and constitutional issues.

**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, benefits, and/or contract amount shall be paid consistent with the School Board approved employment contract. 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 the School Board approved employment contract.

Board Approved: 7/16/96

Board Approved: 02/17/2010

Board Adopted: 04/20/2010