**Job Title:** District General Counsel  
**Exemption Status/Test:** Exempt/Executive

**Reports to:** Superintendent/Board of Trustees  
**Date Revised:** March 2018

**Dept./School:** General Counsel

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**Primary Purpose:**
Provide in-house legal services to the superintendent, designated staff and board of trustees, including representation and research. Assist the superintendent and board in legal performance of their duties. Coordinate all legal services required by the district.

**Qualifications:**

**Education/Certification:**
- Doctor of Jurisprudence degree from an accredited university
- Licensed to practice law in the State of Texas

**Special Knowledge/Skills:**
- Knowledge of local, state, and federal laws, and regulations relating to public education
- Demonstrated legal research and litigation skills
- Thorough knowledge of the legislative process
- Ability to interpret law, policy and procedures
- Exceptional organization, communication, public relations, and interpersonal skills

**Experience:**
Minimum of five (5) years of experience in public or private practice dealing with legal issues of local, state, federal government, or public school law

**Major Responsibilities and Duties:**

1. Advise the superintendent, staff, and board on legal issues affecting the District
2. Propose, coordinate, and monitor District legal strategy to protect the best interest of the District
3. Assist campuses and departments in day-to-day operations to identify and manage potential legal issues early
4. Prepare and conduct litigation and represent the district in administrative and judicial proceedings
5. Draft, review, and revise legal documents
6. Draft and negotiate contracts
7. Attend board meetings, administrative meetings, and hearings, including employee grievance hearings and special education matters, to provide legal counsel
8. Coordinate legal services provided by outside law firms, including administering contracts and reviewing billings
9. Provide assistance and advice regarding maintenance and disclosure of district records
10. Monitor compliance with the Texas Open Meetings Act
11. Monitor compliance with competitive procurement and purchasing contract requirements
12. Assist in the formulation and execution of policies and regulations and review materials for publication in District publications
13. Coordinate and manage the District’s response to discovery requests, subpoenas, data requests, public information requests, and investigations by outside agencies
14. Coordinate responses to investigations by the Texas Education Agency, U.S. Department of Education Office for Civil Rights, and other administrative, regulatory, or law enforcement agencies
15. Provide legal assistance on District elections
16. Monitor and interpret the impact of proposed or enacted legislation
17. Conduct professional development and training, including preparing training materials for staff and board members
18. Conduct investigations for the purpose of rendering legal advice; coordinate, direct and monitor investigations conducted by others for the purpose of rendering legal advice
19. Other duties as assigned by Superintendent or Board of Trustees.

Policy, Reports, and Law

20. Compile, maintain, file and present all computerized and physical reports, records, and other documents required.
21. Comply with policies established by federal and state law, State Board of Education rule and local board policy.

Communication

22. Maintain a positive and effective relationship with superintendent and board of trustees.
23. Effectively communicate with colleagues.

Supervisory Responsibilities

Supervise and evaluate support staff assigned including the Assistant General Counsel and Secretary to the General Counsel
Provide assistance supervising the Internal Auditor and Board Clerk

Mental Demands/Physical Demands/Environmental Factors

Tools/Equipment Used: Standard office equipment including personal computer and peripherals
Posture: Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting
Motion: Repetitive hand motions, frequent keyboarding and use of mouse; occasional reaching
Lifting: Occasional light lifting and carrying (less than 15 pounds)
Environment: Frequent district and statewide travel; frequent prolonged and irregular hours
Mental Demands: Work with frequent interruptions, maintain emotional control under stress

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsible and duties that may be assigned or skills that may be required.