



VOLUSIA COUNTY SCHOOLS Position Description

GENERAL COUNSEL (GENERAL COUNSEL)

REQUIRED QUALIFICATIONS

- Juris Doctorate from an accredited law school; Membership in the Florida Bar with preference given to individuals Board Certified in Education Law
- Minimum of five years experience in the practice of law, with preference for experience in education law at the K-12 or higher education level
- Minimum of two years experience in administrative law preferred; practical knowledge of rulemaking and hearings under the Florida Administrative Procedures Act
- Experience in drafting and reviewing a variety of legal documents related to the operation of a large public corporation preferred
- Experience in all facets of labor relations, including the negotiation of collective bargaining agreements
- Possess a valid Florida Driver's License; if a holder of any other valid US state-issued Driver's License, agree to acquire a Florida Driver's License within thirty (30) days of employment, except in a case where accommodation is required

REQUIRED SKILLS

- Ability to work harmoniously with a diverse combination of employees and members of the public in the pursuit of facilitating appropriate input and support of policy and contract content

REPORTS TO

Superintendent

SUPERVISES

Paralegal
Professional Standards Manager

Administrative Secretary
Support staff as assigned

POSITION GOAL

To provide legal counsel regarding the day-to-day operations of the Volusia County Schools and provide administration of labor relations, contract administration and policy development services

PERFORMANCE RESPONSIBILITIES

Legal Services

1. *Provide legal advice to district and school based staff.
2. *Supervise legal and other consultants as designated by the Superintendent.
3. *Manage legal aspects of the school district general liability program.
4. *Coordinate compliance with all discovery requests that occur in pending litigation.
5. *Respond on behalf of Volusia County Schools to all administrative compliance regulatory agencies, including the Office of Civil Rights, the Equal Employment Opportunity Commission and the Florida Commission on Human Rights.
6. *Participate on an as-needed basis in student staffing conferences.
7. *Participate on the Professional Standards Committee and, in conjunction with the Director of Professional Standards, make recommendations to the Superintendent regarding employee discipline.
8. *Advise the District Student Placement Committee on legal issues relating to student discipline.
9. *Represent the Superintendent in all expulsion hearings and student grievance hearings.

Policy Development

10. *Coordinate the collection of information and research regarding issues for consideration of policy development or revision
11. *Draft new policy, revise existing policy and revise submitted drafts for consideration within the requirement of the School Board policy development procedures.
12. *Interpret existing School Board policy and policy development issues for employees and the public, as requested.
13. *Direct the maintenance of official School Board policy archives and publication of School Board policy manuals.
14. *Provide direction and information to supervisors, administrators, and others regarding the implementation and interpretation of School Board policy.
15. *Direct the legal advertising of all School Board policy matters.
16. *Participate in the review and revision of district-level procedures and practices manuals as they relate to School Board policy.

Labor Relations

17. *Serve as chief negotiator in the negotiation of labor contracts and/or direct other individuals in that role.

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18. *Direct the accumulation of necessary data used in negotiations.
19. *Recommend agreements to the Superintendent for approval and recommendation to the School Board.
20. *Act as official designee of the Superintendent at appropriate stages of the grievance procedure.
21. *Plan, organize and represent the district in fact-findings, arbitration, and representation cases heard before public commissions or other such bodies.
22. *Coordinate all aspects of labor contract administration during the term of various contracts with employee organizations.
23. *Interpret negotiated contracts to members of the staff and others as appropriate.

Contract Services

24. *Recommend contracts to the Superintendent for approval and recommendation to the School Board. Contract agreements may include the fields of student services, food services, transportation, construction, consulting services, real property, and intergovernmental agreements.
25. *Counsel on all aspects of contract administration and negotiation in such areas as contract disputes, bid protests and defaults.
26. *Coordinate with district-level administrators in developing agreements that express the desired intent and protect the interests of the district.
27. *Develop standard contract format and language for services and transactions that are utilized frequently.

General

28. Supervise departmental staff as directed by the Superintendent.
29. Perform other related duties as assigned by the Superintendent.

**Denotes essential job function/ADA*

POSITION DATA

Physical Requirements (physical conditions of a position)

- A. **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 Activity (physical activities of a position)

- A. **Sitting** - Resting with the body supported by the buttocks or thighs.
- B. **Standing** - Assuming an upright position on the feet particularly for sustained periods of time.
- C. **Walking** - Moving about on foot to accomplish tasks, particularly for long distances.
- D. **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.
- E. **Hearing Acuity** - The ability to perceive speech and other environmental sounds at normal loudness levels.
- F. **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 (conditions the worker will be subject in a position)

- A. **Indoors** - The worker is subject to inside environmental conditions. There is protection from weather conditions but not necessarily from temperature changes.