

# **Hernando County School Board Florida**

FLSA: Exempt, Non-Union

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| <b>STAFF COUNSEL</b> |
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## **Required Qualifications:**

- Juris Doctorate from an accredited law school
- Member in good standing of the Florida Bar. Admitted to practice before state and federal courts in Florida (if not admitted, application will be made no greater than sixty (60) days from hire)
- Valid certificate from the Florida Supreme Court, Florida certification in city, county and local government
- Minimum of three (3) years' successful professional experience as a public agency attorney
- Experience and knowledge of laws applicable to the operation of a K-12 school district
- Demonstrated ability to effectively communicate, both orally and in writing
- Demonstrated ability to work with diverse groups and individuals
- Must possess a valid Florida driver's license

## **Desired Qualifications:**

- Experience in negotiating collective bargaining agreements
- Litigation experience

## **Performance Responsibilities:**

- Performs legal research for the purpose of supporting senior staff; drafting legal opinions, contracts and recommendations; and/or preparing related information and documentation
- Provide legal services and guidance to the Superintendent and District administration on all legal matters
- Work with outside counsel as assigned through NEFEC risk management program
- Represent the District as legal counsel in labor law related court litigation and third-party proceedings, such as grievance arbitrations, impasse proceedings, mediations, and Public Employee Relations Commission (PERC) hearings.
- Provide advice and legal assistance to the Superintendent and Executive Director of Business Services on all matters related to the management of the District's labor relations program.
- Develop and maintain a program of equal employment opportunity for the District and ensure that the program is carried out in an exemplary manner
- Provide direction and services necessary to meet compliance with all state and federal equal employment opportunity and disability legislation from federal and state Equal Employment Opportunity (EEOC) and disability compliance officials
- Assist Human Resources in ensuring compliance with statutory and regulatory requirements as they relate to antidiscrimination laws and policies
- Perform and promote all activities in compliance with the Student Code of Conduct; attend attorney meetings, mediations, arbitrations, depositions, court and administrative hearings and trials
- Perform and promote all activities in compliance with Exceptional Student Education policies and procedures and the Individuals with Disabilities Education Act (IDEA)
- Review and negotiate contracts relating to District operations, including real estate, intellectual property, transportation, construction, employment, delivery of ancillary services and third-party agreements
- Assist with any legal duties and responsibilities related to procurement services

- Assist in coordinating and directing investigations of whistleblower complaints
- Assist and provide legal guidance on issues related to public records requests
- Receive complaints and respond to issues of educational equity from students, employees and the general public; investigate complaints and work to resolve issues
- Provide legal guidance to District staff regarding requests for accommodation under the ADA
- Attends and participates in department meetings, Board workshops, Board meetings, public forums and other venues as directed
- Assists with and participates in in-service training on legal matters as directed
- May represent the District in litigation matters as assigned, e.g. claims, disputes, constitutional and statutory issues, administrative proceedings, court proceedings, civil matters, regulatory and compliance matters, or other legal proceedings
- Assist in the evaluation and settlement of liability, workers compensation and other claims or complaints against the District
- Maintain confidentiality of privileged attorney-client matters
- Provide assistance with preparing and presenting litigation reports to the school board
- Responsible for self-development and keeping abreast on current research, trends and best practices relevant to area of responsibility
- Assist the Superintendent by providing counsel and leadership during emergency or crisis situations
- Work collaboratively with the School Board Attorney on any assignments where responsibility may overlap
- Keep the Superintendent abreast of all ongoing situations
- Serve on the Superintendent's Cabinet
- Perform other duties and responsibilities as assigned by the Superintendent and/or Assistant Superintendents

**Physical Demands:**

Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force regularly or as needed to move objects

**Reports to:**

Reports directly to the Superintendent of Schools

**Evaluation:**

Annual evaluation done by the Superintendent of Schools

**Terms of Employment:**

12-month employment

**Salary:**

Salary based upon approved salary schedule - Administrative

**Job Code:**

Board Approved:  
Revised:

Staff Counsel