

Hernando County School Board Florida

FLSA: Exempt, Non-Union

GENERAL COUNSEL

Required Qualifications:

- Law degree from an accredited law school
- Member in good standing of the Florida Bar for at least five (5) years
- Admitted to United States Federal District Court for Middle District of Florida
- Demonstrated skill in governmental, administrative law and sunshine law
- Experience in and knowledge of school law and labor law
- Civil litigation and contract law experience

Desired Qualifications:

- Three (3) years of experience as a School Board Attorney, Assistant School Board Attorney or equivalent

Performance Responsibilities:

- Responsible for advising the Superintendent of Schools and the School Board on all legal matters relating to the operations of the district
- Represent the School Board in all litigation when so directed by the School Board, including but not limited to administrative hearings, civil matters and constitutional issues
- Coordinate work performed by outside counsel in preparing, planning and representing the Superintendent of Schools, the School Board or School Board employees in litigation
- Review, supervise and approve work of outside counsel in the provision of legal services to the district
- Attend all School Board Meetings
- Recommend changes in policies and procedures to ensure compliance with applicable federal and state laws and Department of Education regulations
- Coordinate with district administration inservice training on legal matters which pertain to the overall administration of the School System
- Provide legal advice to district administrators as needed on carrying out policies and procedures established and approved by the Board
- Review and approve all real estate, construction and service agency contracts
- Review and update School Board Policy on a regularly scheduled basis
- Interpret federal statutes, state statutes and state Board of Education rules and regulations
- Interpret Sunshine Law, Public Records Act, Student Code of Conduct, Ethics Law and the Administrative Procedures Act
- Provide guidance on the proper guidelines to professional practices
- Oversee the acquisition and disposal of real property
- Efficiently and professionally manage the General Counsel's Office

- Provide all interim reports as requested by the School Board
- Render other legal services as needed or assigned
- Provide monthly reports to the Superintendent of Schools and the Board on the status of all litigation, and submit semi-annual written reports to all Board Members on the status of litigation, including expenses in such litigation
- Supervise support staff
- Perform other incidental tasks or services consistent with the goals of this position

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 School Board

Evaluation:

Annual evaluation done by the School Board

Terms of Employment:

12-month employment

Salary:

Salary range: \$65,000.00 - \$110,000.00

Job Code:

71003

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.

Board Approved: 11/16/04

Revised: 01/20/09, 05/17/11, 06/07/11, 10/18/11