

**Killeen Independent School District  
Job Description**

**Job Title:** Paralegal  
**Reports To:** Deputy Superintendent or Designee  
**FLSA Status:** Nonexempt

**SUMMARY:**

Facilitates the smooth operation and organization of legal services for the District, including grievances, informal complaints, and related administrative processes; Handles public information, record requests and subpoenas; and Assists the District's legal counsel, as needed.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following:

Serve as a liaison between the District and legal counsel

Manage public information and record requests and compile responses with assistance from the District's legal counsel.

Model high standards of professional integrity and maintain confidentiality of privileged information

Assist the District's legal counsel with any of the following:

- Review legal documents such as but not limited to contracts, warrants, court orders, subpoenas, record records from attorneys, process servers
- Coordination of administrative grievance hearings and proceedings
- Communication with district personnel, and/or District legal counsel on status of legal situation or process matters
- Respond to requests for student and employee records and prepare business record affidavits, as appropriate
- Support District's legal counsel with responses to administrative complaints and proceedings, including, but not limited to OCR Complaints, TWCCRD/EEOC Charges of Discrimination and TEA Complaints
- Prepare grievance packets for Level III Hearings before the Board of Trustees as needed
- Organization of legal files related to any legal services provided to the District
- Create systems and procedures to support the provision of legal services to the District
- As assigned by District legal counsel

Performs other such tasks that may be assigned by the Superintendent, Deputy Superintendent, Assistant Superintendent or Designee.

**SUPERVISORY RESPONSIBILITIES:**

This job has no supervisory responsibilities.

**QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or

ability required. There may alternatives to the qualifications as the Board of Trustees may find appropriate. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE:**

Must possess a high school diploma or hold a general education degree (GED) certificate. Must Bachelor's degree from an accredited university preferred; Associates degree required. Two or more years related experience working in the area of education and/or school law preferred.

**LANGUAGE SKILLS:**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports and business correspondence. Ability to effectively present information and respond to questions from employees or visitors to the school district.

**MATHEMATICAL SKILLS:**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent.

**REASONING ABILITY:**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to talk or hear. The employee is occasionally required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; and stoop, kneel, or crouch. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and ability to adjust focus.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

**OTHER QUALIFICATIONS:**

Must maintain emotional control under stress. Occasional prolonged and irregular hours may occur.

**Revised Date: July 30, 2019**

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties and skills that may be required.