

Killeen Independent School District Job Description

Job Title: School Attorney
Reports To: Superintendent
FLSA Status: Exempt

SUMMARY

Provides in-house legal services to the superintendent and designated staff. Coordinates all legal services required by the district.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

Advises the superintendent, staff, and board on legal issues, including personnel, and student issues.

Drafts, reviews, and revises legal documents.

Coordinates legal services provided by outside law firms, including administering contracts and reviewing billings.

Serves as district's compliance officer for all applicable state or federal laws.

Provides assistance and advice regarding district records, including requests under the Texas Public Information Act.

Monitors compliance with the Texas Open Meetings Act.

Monitors compliance with competitive procurement and purchasing contract requirements.

Assists in the formulation and execution of policies and regulations and reviews materials for publication in handbooks.

Coordinates responses to investigations by the Texas Education Agency, U.S. Department of Education Office for Civil Rights, and other administrative or regulatory agencies.

Monitors and interprets the impact of proposed enacted legislation.

Compiles, maintains, files and presents all computerized and physical reports, records, and other documents required.

Complies with policies established by federal and state law, State Board of Education rule, and local board policy.

Maintains appropriate and confidential communication with students, parents, district employees, attorneys, and others.

Compiles relevant documents, formulates the official investigative case report, and provides information to appropriate management personnel.

Maintains working relationship and liaison with the school district's attorney, other legal authorities, and law enforcement authorities.

Provides training to campus and program administrators relating to level I grievances by employees, investigations, investigative interviews, and report and statement writing.

Provides technical assistance to campus and program administrators relating to level I grievances by employees, investigations, investigative interviews, and report and statement writing.

Coordinates and tracks the following: complaints filed with the Equal Employment Opportunity Commission (EEOC); U.S. Department of Education Office for Civil Rights (OCR); and Texas Workforce Commission Civil Rights Division (TWCCRD). Provides comprehensive reports to these agencies in response to such complaints.

Maintains a file and tracks relevant documents on cases investigated.

Coordinates, develops, and interprets policy and procedures.

Maintains a tracking system on the outcome of all investigated cases.

Maintains a tracking system for temporarily reassigned employees pending investigation of disciplinary action.

Keeps the Deputy Superintendent, campus, and program administrators informed on status of cases under investigation.

Complies with *Subpoenas Duces Tecum* and Requests for Production of documents made by competent legal authority.

Performs other duties as assigned.

SUPERVISORY RESPONSIBILITIES

Supervises and evaluates support staff assigned. Supervises various personnel involved in conducting investigations, grievances, and/or writing performance documentation. Supervises the production of documents responsive to lawsuit interrogatories, subpoenas, and public information requests. Carries out other supervisory responsibilities in accordance with the school district's policies and applicable laws. Responsibilities include interviewing and training employees; planning, assigning, and directing work; appraising performance; rewarding employees; addressing complaints and resolving problems.

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.

EDUCATION and/or EXPERIENCE

Doctor of Jurisprudence degree from an accredited university. Licensed to practice law in the State of Texas. Minimum of five years of experience in public or private practice dealing with legal issues of local, state, federal government, or public-school law preferred.

LANGUAGE SKILLS

Ability to read and interpret documents such as policies, laws, safety rules, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of administrators, principals, and employees. Ability to take detailed notes of lengthy conversations.

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 and to draw and interpret bar graphs.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.

OTHER QUALIFICATIONS

Ability to use word processing, spreadsheet, database and presentation software. Ability to communicate via internet and email systems.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is frequently required to stand, kneel, squat, bend, stoop, push, pull, and twist. The employee must occasionally lift or carry (less than 15 pounds). Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Requires considerable close up work with computer video displays.

WORK ENVIRONMENT

While performing the duties of this job, the work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Occasional district-wide travel to multiple campuses as assigned. The noise level in the work environment is usually quiet/moderate.

Revised Date: January 24, 2020

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.