

**SCHOOL DISTRICT ATTORNEY**

The Board recognizes that the increasing complexities of School District operations frequently require professional legal services. Therefore, the Board shall retain a competent attorney(s) or legal firm(s) to systematically provide such services.

A decision to seek legal advice or assistance from such attorney(s) shall originate from the Board, the Superintendent, or persons specifically authorized by the Board or Superintendent. The Superintendent shall inform the Board prior to requesting unusual types or amounts of legal services.

**Position Title:** School District Legal Counsel

**Reports To:** Superintendent of Schools  
Secondary Reporting – Board of Education

**Individuals Supervised:** None

**Job Summary:** The School District Legal Council upon request is responsible for advising the Superintendent of Schools and the Board of Education as necessary on District legal issues.

**Major Duties:**

1. Coordinates all legal activities of the District
2. Reviews established and proposed policies and procedures of the District to assure legality.
3. Reviews contracts and agreements to protect the interest of the District.
4. Coordinates liability and other insurance claims and assures possession of necessary witness statements, etc.
5. Assists in grievances and other hearings such as expulsions and employee dismissals.
6. Conducts inservice seminars for members of administrative staff on existing and new legal requirements.
7. Assists in the development of legal education programs.
8. Assists with legal aspects of demotions and terminations.
9. Performs other duties as assigned.

**Terms of Employment:** Salary and work schedule as established by the Board of Education.