

WENTZVILLE R-IV SCHOOL DISTRICT

Position Description

Position Title: Chief General Counsel
Reports To: Superintendent of Schools

SUMMARY

Under policy direction, plans, organizes, directs, and controls the legal services activities and staff of the District; provides direct professional legal counsel and representation for the District, Superintendent of Schools, the Board of Education, and administrative staff on District legal matters as Chief General Counsel; oversees litigation and administrative law hearings; supervises and evaluates the performance of assigned legal and other personnel.

QUALIFICATIONS/REQUIREMENTS

A Juris Doctorate from an accredited law school and a license to practice law in the State of Missouri is required.

ESSENTIAL JOB DUTIES

- Oversees the preparation and rendering of legal opinions for the Board of Education, the Superintendent, and District administrative staff; provides legal advice in the drafting of legal documents, rules and regulations, resolutions, applications, and other legal or quasi-legal papers upon request.
- Oversees the preparation of litigation and/or administrative law hearings, and work with any defense counsel assigned by the District's liability insurance company as applicable, in including the preparation of pleadings, trial and appellate briefs, and negotiations between parties, the conduct of trials and hearings at the level of original jurisdiction or on appeal, and other court or hearing appearances to represent most effectively the interests of the District as such interests are interpreted by the Superintendent and/or Board of Education.
- Provides technical legal expertise, information, and assistance to the Board of Education and the Superintendent of Schools; assists in formulating and developing policies, procedures, and programs to assure legal compliance; advises the Board of Education and the Superintendent of unusual trends or problems and recommend appropriate corrective action.
- Participates on the Superintendent's Cabinet; engages and participate in the districtwide budget, business and educational initiatives, programs, and operations planning, providing unique insights and perspectives; collaborates, recommends, and develops cross-functional team strategies designed to serve student, family, and local constituent and District stakeholder needs.
- Appears before federal, State, and local courts and legislative bodies to present the District position on issues pending before those entities.
- Attends and provides legal advice at regular meetings of the Board of Education and other meetings as the Board of Education or Superintendent directs.
- Plans, organizes, and implements the district's long- and short-term programs and activities.

ESSENTIAL JOB DUTIES (cont'd)

- Assigns outside counsel to handle litigation matters as necessary; monitors and review the work performed by outside counsel.
- Provides legal assistance in the drafting of State legislation proposed by the District for presentation to the Missouri State Legislature; interprets the impact of legislation on the interests of the District as such legislation is being considered by the legislature.
- Oversees the maintenance of files on policy action of the Board of Education and supervises periodic revision of the rules and regulations of the Board.
- Directs the preparation and maintenance of a variety of legal, narrative, and statistical reports, records, and files related to assigned activities and personnel.
- Develops policies and procedures to encourage effective and efficient management controls.
- Develops and prepare the annual preliminary budget for the legal division; analyzes and reviews budgetary and financial data; controls and authorize expenditures in accordance with established limitations.
- Facilitates meetings, workshops, seminars, and in-services; represents the District in a variety of local community-based organizations and coalitions to effect positive dialogue and relations in school legal matters; participates in and attend local, state, and national organization meetings and conferences relating to school legal issues.
- Supervises the performance of assigned personnel; interviews, selects, evaluates, and trains employees and recommends transfers, reassignment, termination and disciplinary actions.
- Performs related duties as assigned.

OTHER DUTIES AND RESPONSIBILITIES

Performs other duties assigned by the Superintendent of Schools.

ADA COMPLIANCE

The essential functions contained in this job description are in compliance with the Americans with Disabilities Act (ADA) and are not an exhaustive list of the duties performed for this position. The additional duties and responsibilities listed are performed by the individuals currently holding this position and additional duties may be assigned when appropriate.

TERMS OF EMPLOYMENT

The Chief General Counsel shall be employed on a twelve-month basis with twenty-five (25) days of vacation. Salary for this position will be established annually.

EVALUATION

Performance in this position will be evaluated annually in accordance with the provisions of the Board's Policy on evaluation of administrative personnel.