

**PLANO INDEPENDENT SCHOOL DISTRICT**  
**Job Description**

<b>Job Title:</b>	General Counsel	<b>Wage/Hour Status:</b>	Exempt
<b>Reports To:</b>	Superintendent	<b>Pay Range:</b>	895
<b>Dept./School:</b>	Superintendent's Office	<b>Date Revised:</b>	10/05/2023
<b>Estimated Salary:</b> \$175,000 *Actual salary based on experience			

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**Primary Purpose:**

Under the direction of the Superintendent, provides in-house legal services to the Superintendent, District Leadership Team and Board of Trustees, including representation and research. Assists the Superintendent, Leadership Team and Board in legal performance of their duties. Coordinates all legal services required by the District. Serves as a member of the District Leadership Team.

**Qualifications:**

**Education/Certification:**

Law degree from an American Bar Association approved law school

Licensed to practice law in the State of Texas

**Special Knowledge/Skills:**

Knowledge of school district functions and the inter-relation of district programs and systems

Understanding of district and campus operations and programs

Knowledge of local, state, and federal laws and regulations relating to public education

Knowledge of methods of collecting and organizing data and information

Knowledge of district and department policies and procedures

Ability to operate a computer and assigned software

Verbal and written communication skills

Interpersonal skills using tact, patience and courtesy

Exceptional organization, written and verbal communication, public relations, presentation and interpersonal skills

Ability to evaluate and manage budget and personnel

Ability to Problem solve and develop long and short-range plans

Demonstrated legal research and litigation skills

**Job Title: General Counsel**

Ability to interpret and implement law, policy and procedures

Work independently with little direction

Communicate effectively both verbally and in writing

Establish and maintain cooperative and effective working relationships with others

Maintain regular and consistent attendance

Develop, plan and organize daily operations

Analyze situations accurately and adopt an effective course of action

Meet schedules and time lines

Plan and organize work

**Experience:**

Three years minimum experience in public or private practice dealing with legal issues of local, state, and federal government, preferably experience specifically in public school law.

**Major Responsibilities and Duties:****Legal Services**

Advises the Superintendent, Leadership Team, and Board on legal issues, including but not limited to, those related to governance, employment, business, and real estate transactions, inter-local agency/government contracts/agreements, student discipline, contracted services arrangements, and special education

Represents the District in administrative and judicial proceedings, as appropriate

Drafts, reviews, and revises legal documents

Works collaboratively with district staff to draft, review and revise district board policies and administrative regulations

Reviews Board meeting agendas prior to posting

Attends board meetings and other administrative meetings to provide legal counsel to the Superintendent, Board of Trustees, and designated staff

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

Works collaboratively with the Deputy of Business and Employee Services, Deputy of Teaching & Learning, Deputy of Leadership and Operations and Chief of Employee Services to provide legal assistance to district's hearing officer(s) for applicable student, parent, community member and employee grievances, complaints and appeals as required by policy

Works collaboratively with district administrative staff and provides legal assistance to ensure compliance with applicable federal and state laws, regulations, and rules, including but not limited to, the Texas Public Information Act and the Texas Open Meetings act

## **Job Title: General Counsel**

Provides legal analysis regarding the formulation and execution of guidelines, and drafts and/or updates materials for publication in associated manuals and/or 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, as appropriate

Provides legal assistance on district elections

Monitors and interprets the impact of proposed or enacted legislation

Conducts professional development training, including preparing training materials for staff and Board members

Provides legal assistance in the compilation, maintenance and filing of all computerized and physical reports, records, and other documents required by regulation, policy and/or law

Assists with student and personnel investigations and documentation as needed

Monitors incoming Public Information Act requests, assists in collection of records and responses, and prepares requests for opinions to the Attorney General

### **Policy and Reports**

Assists in the formulation and execution of policies and regulations, and review materials for publication in handbooks

Compiles, maintains, files, and presents all reports, records, and other documents as required

### **Other**

Demonstrates behavior that is professional, ethical and responsible

Serves as a role model for all district staff

Participates in approved professional development opportunities

Performs other functions that may be assigned by Administration and/or supervisor

Follows district safety protocols and emergency procedures

Follow all rules, regulations, and policies of Plano ISD

### **Supervisory Responsibilities:**

Supervises and evaluates the performance of the assigned Administrative Assistant

### **Working Conditions:**

#### **Mental Demands:**

Self-motivated, perform tasks with little or no supervision; work with frequent interruptions; able to manage multiple complex projects concurrently; maintain emotional control under stress; ability to communicate effectively (verbal and written); coordinate district support functions.

**Job Title: General Counsel**

**Physical Demands/Environmental Factors:**

Lifting/carrying 15-44 pounds; frequent sitting, standing, walking, climbing, stooping/crouching/kneeling, pulling/pushing, reaching; repetitive hand motions; prolonged use of computer; speaking clearly; occasional district-wide, state-wide travel; work occasional irregular hours and prolonged hours.

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**Acknowledgement:**

Any work-related experience or additional education/training resulting in acceptable proficiency levels in the above required knowledge, skills, and abilities may be an acceptable substitute for the above specified education and experience requirements at the sole discretion of District Administration.

**Approved By:** W. Noel McBee, Compensation Coordinator

**Date:** 10/05/2023

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The above statements are intended to describe the general purpose and responsibilities assigned to this job and are not intended to represent an exhaustive list of all responsibilities, duties, and skills that may be required. District administration and/or my supervisor has the right to add or change duties at any time. This job description supersedes all prior job descriptions for this position as well as rescinding all past and present job descriptions that do not reflect the current requirements of this position.

My signature below indicates I understand and acknowledge my job description.

**Employee Signature:**

**Date:**

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