

# JOB DESCRIPTION

**Job Title** General Counsel  
**Reports to** Superintendent  
**Dept/School** Superintendent's Office

**Job Title Code** 100120  
**Wage/Hour Status** Exempt  
**Pay Grade** 112  
**Date Revised** August 19, 2022

## Primary Purpose

Act as Chief Legal Advisor to the Superintendent, Board of Trustees, and designated staff concerning District related matters. Coordinate outside counsel legal services.

## Education/Certification

- Doctor of Jurisprudence Degree from an accredited university
- Valid License to practice law in the State of Texas

## Special Knowledge/Skills

- Knowledge of local, state, and federal laws relating to public education
- Demonstrated legal research and litigation skills
- Thorough knowledge of the legislative process and Texas Open Meetings Act
- Ability to interpret law, policy, and procedures
- Demonstrated management, operational planning, and budgeting skills
- Exceptional organizational, communication, public relations, and interpersonal skills

## Experience

- Five (5) years' experience in public or private practice dealing with legal issues of local, state, and federal government, or public-school law

## Major Responsibilities and Duties

1. Ensure legal services provided support the goals and objectives of the district.
2. Act as consultant and advisor to the Superintendent and Board of Trustees, administrators, and other staff on matters pertaining to formulation and execution of policy.
3. Attend and provide legal counsel at Board meetings and other administrative meetings.
4. Serve as the District's compliance officer for all applicable local, state, or federal laws.
5. Advise the Superintendent and Board of Trustees on personnel and student legal issues.
6. Advise the Superintendent and Board of Trustees in the negotiation and execution of contracts and other legal documents.
7. Represent the District in administrative and judicial proceedings.
8. Serve as the District Hearing Officer for applicable student and employee grievances, complaints, and appeals as required by policy.
9. Direct staff representing the district in civil litigation and administrative proceedings.
10. Seek clarification and recommendations from governmental agencies and regulatory bodies, as needed.
11. Coordinate responses to investigations by the Texas Education Agency, U.S. Department of Education, and other administrative or regulatory agencies.
12. Monitor compliance with competitive procurement and purchasing contract requirements.
13. Manage outside counsel, coordinate legal services, administer contracts, and review billing for services provided by outside law firms.
14. Monitor and interpret the impact of proposed or enacted legislation and provide legal assistance in the drafting and presentation of proposed legislation by the district.
15. Draft, review, and revise legal documents.
16. Direct staff in preparation of documents and pleading, as needed, with cases served on the district and its employees.

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17. Provide assistance and advice regarding District records, including requests under the Texas Public Information Act.
18. Monitor compliance with Texas Open Meetings Act.
19. Assist in the formulation and execution of policies and regulations, and review materials for publication.
20. Provide legal assistance on District related elections.
21. Maintain computerized and physical reports, records, and other required documents related to legal matters.
22. Prepare material and conduct professional development and training for staff and Board.
23. Comply with policies established by local Board policy and state and federal law, including State Board of Education rule.
24. Maintain a positive and effective working relationship with Superintendent and Board of Trustees.
25. Effectively communicate with colleagues.
26. Oversee trademark and licensing programs.
27. Perform other duties as assigned by supervisor.

## **Supervisory Responsibilities**

Supervise assigned personnel

## **Physical and Mental Job Requirements**

### **Mental Demands/Physical Demands/Environmental Factors**

- Maintain emotional control under stress. Frequent district and statewide travel; frequent prolonged and irregular hours.

## **Terms of Employment**

226 days; salary to be established by the Board of Trustees

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

Approved: \_\_\_\_\_  
Job Title: \_\_\_\_\_  
Date: \_\_\_\_\_

Approved: \_\_\_\_\_  
Job Title: \_\_\_\_\_  
Date: \_\_\_\_\_

My supervisor has reviewed this job description with me and has provided me with a copy.

Employee: \_\_\_\_\_  
Date: \_\_\_\_\_

The El Paso Independent School District does not discriminate in its educational programs or employment practices on the basis of race, color, age, sex, religion, national origin, marital status, citizenship, military status, disability, genetic information, gender stereotyping and perceived sexuality, or on any other basis prohibited by law. Inquiries concerning the application of Titles VI, VII, IX, and Section 504 may be referred to the District compliance officer, at 230 -2031; Section 504 inquiries regarding students may be referred to 504 Coordinator at 230-2856.



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El Distrito Escolar Independiente de El Paso no discrimina en los programas de educación o en prácticas de empleo usando el criterio de raza, color, edad, sexo, religión, origen nacional, estado civil, ciudadanía, estado militar, discapacidad, información genética, estereotipo sexual o sexualidad percibida, u otra práctica prohibida por la ley. Preguntas acerca de la aplicación del título VI, VII o IX, y la Sección 504 pueden ser referidas al oficial del distrito, al 230-2031; preguntas sobre 504 tocante a estudiantes pueden ser referidas al oficial de 504 al, 230-2856.