

Job Title: Assistant General Counsel	Wage/Hour Status: Exempt
Reports to: General Counsel	Pay Grade: 109
Dept./School: Legal Department	Date Revised: February 22, 2023

Primary Purpose

Under direction, assists General Counsel with legal representation in various aspects of the law concerning District related matters.

Qualifications**Education/Certification**

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

Special Knowledge/Skills

- Experience in drafting and negotiating contracts and other legal documents
- Ability to conduct legal research and interpret law, policy, and procedures
- Knowledge of the Open Records Act/Texas Public Information Act
- Exceptional organizational, communication, and interpersonal skills

Experience

Three (3) years experience in litigation or transactional.
Experience representing a governmental entity and handling employment cases or school law matters.

Major Responsibilities and Duties

1. Ensure legal services provided support the goals and objectives of the District.
2. Assist with personnel and student legal issues.
3. Negotiate and draft contracts and other legal documents.
4. Represent the District in administrative and judicial proceedings, as needed.
5. Seek clarification and recommendation from governmental agencies and regulatory bodies, as needed.
6. Assist with responses to investigations by the Texas Education Agency, U.S. Department of Education, and other administrative or regulatory agencies.
7. Assist with monitoring compliance with competitive procurement and purchasing contract requirements.
8. Assist in advising the Board of Trustees and attending the Board meetings.
9. Assist with the preparation of documents and pleadings, as needed, with cases served on the District and its employees.
10. Provide assistance and advice regarding District records, including requests under the Texas Public Information Act.
11. Assist in the formulation and drafting of policies and regulations, and review materials for publication.
12. Maintain computerized and physical reports, records, and other required documents related to legal matters.
13. Assist with professional development and training for staff and Board, as needed.
14. Comply with policies established by local Board policy and state and federal law, including State Board of Education rules.
15. Maintain a positive and effective working relationship with the General Counsel, Superintendent and Board of Trustees.
16. Effectively communicate with colleagues.
17. Perform other duties as assigned by the General Counsel.

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

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 a copy.

Employee Signature: _____

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, Rosa Ramos at 230-2031; Section 504 inquiries regarding students may be referred to Kelly Ball at 230-2856.

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, Rosa Ramos at 230-2031; preguntas sobre 504 tocante a estudiantes pueden ser referidas a Kelly Ball al 230-2856.