

# GENERAL COUNSEL- EXEMPT

## RESPONSIBILITIES:

- Renders legal advice and counsel to the Superintendent of Schools and executive staff;
- Advises principals and other administrative staff, where necessary and appropriate;
- Provides advice and counsel to the Board of Education where appropriate;
- Provides consultation and written memoranda about application of district policies and procedures to situations at all levels of operations;
- Represents the Superintendent of Schools and/or the Board of Education before administrative agencies, or in court;
- Establish, publicize and participate in implementation of systems and strategies to ensure compliance with laws, regulations, and policies.
- Ensures that the roles and responsibilities of all legal counsel are implemented in accordance with the school system's policies and procedures;
- Formulate research and suggest amendments to Board of Education policies with legal implications pertinent to all aspects of district operations.
- Advises school based and central office staff in student disciplinary matters;
  - Investigate and research emerging issues and legislation with legal and/or policy implications and advise the Superintendent and Board of Education, ensuring a high level of confidentiality;
- Develops legal strategies for district departments and groups as needed to ensure timely, complete provision of legal advice;
- Ensures that all managers and supervisors comply with applicable laws, policies and negotiated agreements;
- Analyzes and establishes training programs to promote compliance with applicable policies and procedures;
- Coordinates the advice sought by the administration from the Corporation Counsel and/or outside counsel;
- Conducts legal research of statutes, decisions, opinions and other legal sources in order to respond, both orally and in writing, to requests for legal decisions and opinions;
- Investigates and researches requests and inquiries from department staff and prepares legal decisions and opinions;
  - consults with department personnel regularly;
- Interprets pertinent laws, rules, regulations, procedures, etc;
- Represents the District in all stages of adversary proceedings, including labor grievances, civil rights complaints, appeals to the Board of Education and State Board of Education matters;
- Assists staff in the preparation of disciplinary cases and represents the school district in those matters;
- Represents the District in administrative and judicial proceedings regarding students' rights under federal and state laws concerning Students with Disabilities;
- Prepares and presents arguments at judicial and administrative proceedings, prepares findings, orders or decisions in areas ranging from employee disciplinary actions to compliance with statutory regulations;
- Tries discipline and other matters by preparing opening statements and summations, arguing motions, examining witnesses, consulting with parties to the proceeding,

examining evidence, preparing briefs, negotiating settlements, preparing appeals and advising superiors;

- Negotiates and prepares various legal documents, i.e. contracts, agreements and other legal instruments, with outside parties;
- Reviews and responds to subpoenas and information requests from the public and other government agencies;
- Performs related legal services as assigned by the Superintendent of Schools.

## MINIMUM QUALIFICATIONS

### **Applicants must meet all of the following:**

- At least five years of full-time experience in the practice of education and/or public employment/labor law, after graduation from a recognized Law School.
- Possession of Juris Doctor Degree from a recognized Law School;
- Possession of a current license to practice law in New York State or eligible for license in New York State;
- Admission to practice law in any United States District Court;

**NOTE:** Verifiable part-time experience will be pro-rated to meet full-time experience requirements. Proof of all of the above must be presented at time of appointment.

**APPLICATION:** CANDIDATES FOR THIS POSITION SHOULD COMPLETE AN APPLICATION AVAILABLE ONLINE AT [www.buffaloschools.org](http://www.buffaloschools.org) (Recruitment Bulletin number ***must*** be included on application)

**APPOINTMENT:** Appointments are subject to the review of the Board of Education upon the recommendation of the Superintendent following the approval of the City of Buffalo Civil Service Division. Personal interviews shall be scheduled where appropriate.