

## **Cabell County Schools Job Description**

**POSITION:** GENERAL COUNSEL

**IMMEDIATE SUPERVISOR:** Superintendent of Schools

**FLSA STATUS:** Exempt

**EMPLOYMENT TERM:** 261 days annually

**SALARY:** Cabell County Schools Salary Schedule 107

**EVALUATION:** Performance of this job will be evaluated annually in accordance with the provisions of West Virginia Board of Education Policy 5310 and Cabell County Schools Policy 3220 for evaluating professional employees.

**JOB SUMMARY:** To provide competent legal services in legal matters in which the Board of Education is involved.

### **PERFORMANCE RESPONSIBILITIES:**

- 1) Provides representation in grievance, transfer, suspension, termination, expulsion, citizen appeal and other hearings held before the board of education, and represents the school system in appeals of those matters to the State Superintendent of Schools, hearing examiners and court of competent jurisdiction.
- 2) Provides representation in unemployment security, Human Rights Commission and other employment-related litigation.
- 3) Provides representation in special education due process hearings and related litigation.
- 4) Provides in-house advice on legal concerns on a daily basis to the Superintendent, Board members and administrators.
- 5) Provides representation in other litigation as may be appropriate.
- 6) Reviews all contracts and agreements presented for approval.
- 7) Informs administrators of new laws and regulations and their effects on operations, policies, and procedures.
- 8) Utilizes self-appraisal for the improvement of administrative skills.
- 9) Demonstrates unbiased attitudes in fulfilling administrative responsibilities.
- 10) Performs other tasks and assumes such other responsibilities as the Superintendent and/or Board of Education members may assign.
- 11) Provides staff development to employees as appropriate.
- 12) Maintain confidentiality.

## **QUALIFICATIONS:**

- 1) Law degree from an accredited college of law.
- 2) Must be a member in good standing of West Virginia State Bar.
- 3) Minimum of three to five years' experience as a practicing attorney with experience in education law and associated employment areas such as grievances, unemployment security, Human Rights cases, et cetera.
- 4) Demonstrates the ability to communicate effectively.
- 5) Exhibits a personality that demonstrates interpersonal skills to relate well with students, staff, administration, parents, and the community.

**PHYSICAL DEMANDS:** The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to reach, stand, walk, lift, grasp, write, talk, hear, see, use technology such as computers and multimedia equipment, and use repetitive motions. While performing the duties of this job, the employee may frequently lift and/or move at least 10 pounds of materials. Specific vision abilities required by this job include close vision such as to read handwritten or typed material, the ability to adjust focus. The position requires the individual to meet multiple demands from several people and interact with the public and other staff members.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Most commonly, the educational setting is indoors with outdoor settings for recess and field trip activities. The noise level in the work environment is low to moderate (20-60 dB). Exceptions include gymnasiums as well as vocational/technical laboratories where noise levels may be moderate to loud (60-90 dB).

*The information contained in the job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of duties performed by this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned by the Superintendent or his/her designee.*