

TRENTON BOARD OF EDUCATION

JOB DESCRIPTION

Assistant General Counsel

QUALIFICATIONS:

1. Hold a Juris Doctor degree from an accredited university;
2. Have gained admission to the New Jersey Bar;
3. Be a member in good standing of the New Jersey Bar;
4. Have at minimum 5 (five) years of full-time, paid experience in a law firm, non-profit legal department, in-house legal department, judicial clerkship, or other experience requiring bar admission;
5. Preference for candidates with experience representing New Jersey Public School Districts and other state, local, municipal or federal government agencies;
6. Demonstrate experience in working with public employee unions or education associations;
7. Demonstrate proficiency in computer programs (WestLaw, Microsoft Office Suite);
8. Demonstrate the ability to conduct legal research and formulate legal opinions;
9. Demonstrate experience in negotiating public employee collective bargaining agreements, preferably in a school district setting, including costing out proposals and preparation of scattergrams (preferred);
10. Demonstrate working knowledge of federal and state education and special education law and regulations (preferred);
11. Demonstrate working knowledge of New Jersey Public Sector labor law (preferred);
12. Demonstrate superior written and verbal communications skills;
13. Has excellent integrity and demonstrate good moral character and initiative;
14. Provide proof of U.S. citizenship or legal resident alien status by completing Federal Form I-9 in compliance with the Immigration Reform and Control Act of 1986;
15. Provide evidence that a criminal record history check has been conducted and clearance has been given by the Department of Education in accordance with N.J.A.C. 18A:6-7.1;
16. Provide evidence that health is adequate to fulfill the job functions and responsibilities with reasonable accommodation in accordance with N.J.A.C. 6:3-4A.4;
17. Pass the State required Mantoux Intradermal Tuberculin Test as required by N.J.A.C. 6:3-4A.4; and
18. Meet such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

REPORTS TO:

General Counsel

JOB GOAL

Works under the supervision of the General Counsel in the representation of the Board of Education in various legal matters, including, but not limited to board governance, labor relations; special education; school law; general litigation matters, and vendor/service contracts.

SUPERVISES: Personnel as assigned.

PERFORMANCE RESPONSIBILITIES:

1. Provide support to the General Counsel
2. Represent the General Counsel in all meetings and decisions when he/she is not available
3. Represent the Board of Education in federal and state courts, arbitration/mediation, and administrative tribunals
4. Represent the Board of Education in board governance matters, labor relations, special education, school law, general litigation matters, and contracts/business transactions
5. Direct district litigation
6. Manage/oversee outside counsel
7. Monitor and review changes in public school law and advise the Board of Education and Superintendent regarding legislative changes necessary for Board and/or administrative action.
8. Assist in the development and implementation of policies, practices, procedures, and training through committee participation, professional development trainings, workshops, and presentations.
9. Conduct fact-finding investigations and draft reports related to same.
10. Counsel personnel and administration concerning issues affecting students.
11. Participate in the evaluation and development of improvement in systems, personnel, and procedures in the Legal Department and other departments, as appropriate.
12. Perform other related duties as required

TERM OF

EMPLOYMENT: Twelve (12) months

BARGAINING UNIT: Confidential

SALARY: Salary to be determined

STATUS: Hourly _____ Salaried X
Exempt _____ Non-Exempt _____

EVALUATION: Performance of this position will be evaluated in accordance with Board's policies.

BOARD APPROVAL: April 15, 2019

