

JOB DESCRIPTION

TRENTON BOARD OF EDUCATION

GENERAL COUNSEL/LABOR RELATIONS

JOB TITLE: GENERAL COUNSEL/LABOR RELATIONS

REPORTS TO: Board of Education and Superintendent

SUPERVISES: Confidential Secretary

NATURE AND SCOPE OF JOB: Provides legal and labor relations advice to the Board of Education, Superintendent of Schools, Central Office and School-Based Administrators on a variety of legal issues including labor relations, special education, student discipline, general litigation matters and other school law issues.

QUALIFICATIONS:

The General Counsel/Labor Relations shall:

1. Hold a Juris Doctor degree from an accredited university
2. Is admitted to the New Jersey Bar Association to practice law in New Jersey
3. Has eight (8) years of experience in the practice of law, with a preference for experience representing New Jersey Public School Districts and other state, local, municipal or federal government agencies
4. Demonstrate experience in negotiating public employee collective bargaining agreements, preferably in a school district setting, including costing out proposals and preparation of scattergrams
5. Demonstrate experience in working with public employee unions or education associations
6. Demonstrate proficiency in applicable computer programs (WestLaw, Microsoft Office Suite)
7. Demonstrate the ability to conduct legal research and formulate legal opinions
8. Demonstrate working knowledge of federal and state education law and regulations (preferred)
9. Demonstrate working knowledge of New Jersey Public Sector labor law (preferred)
10. Demonstrate superior written and verbal communications skills.
11. Has excellent integrity and demonstrate good moral character and initiative.
12. 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.
13. 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.
14. 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.
15. Pass the State required Mantoux Intradermal Tuberculin Test as required by N.J.A.C. 6:3-4A.4.
16. Meet such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

EMPLOYMENT TERMS:

The General Counsel/Labor Relations shall be employed under the following terms:

1. Work year of twelve months.
2. Salary, benefits and leave time as specified for a confidential employee.
3. Conditions established by laws and codes of the State and policies, rules and regulations established by the Board of Education (N.J.S.A 18A:27-4 et seq.).

JOB FUNCTIONS AND RESPONSIBILITIES:

The General Counsel/Labor Relations shall:

1. Prepare and render oral and/or written legal and labor relations opinions upon request to the Superintendent, Board and authorized Leadership Staff
2. Provide legal assistance in the drafting of legal documents, grievance decisions, policies, rules and regulations, resolutions, applications and all other legal or quasi-legal papers upon request
3. Advise the Board of Education and Superintendent in all matters of a legal nature relating to the interpretation of statutes, regulations, collective bargaining agreements, policies and contracts
4. Interpret and implement collective bargaining agreements including grievance processes
5. Advise on compliance with the Public School Contracts law with experience preparing and reviewing invitations to bid with related specifications and legal contracts
6. Serve as legal representative to the Board, its members, at its regular or committee meetings and/or staff in any judicial or administrative proceedings, at the direction of the Board
7. Monitor and review changes in public school law and advise the Board and Superintendent regarding legislative changes necessary for Board and/or administrative action. Reviews pending board policy prior to formal adoption.
8. Prepare resolutions, leases, contracts and other legal instruments relating to the business of the board of education, and prepares correspondence that may be necessary or requested.
9. Perform other duties consistent with competence in the field of law and labor relations as the Board or Superintendent may require.
10. Experience handling school district litigation and legal matters in State, Federal and Administrative forums preferred, including experience preparing all necessary legal documents required in connection with the same.
11. Perform other related duties as required.

EVALUATION

The General Counsel/Labor Relations shall be evaluated in accordance with Board of Education Policy.