

PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA

PCSB: 0160
Pay Grade: C00

FLSA: Exempt
Administrative

<u>SCHOOL BOARD ATTORNEY</u>
<u>REPORTS TO:</u> Pinellas County School Board
<u>SUPERVISES:</u> Assistant School Board Attorney Support Staff
<u>MINIMUM QUALIFICATIONS:</u> Law degree from an accredited law school. Member in good standing of the Florida Bar. Admitted or eligible for admission to the bar of the United States Federal District Court for the Middle District of Florida, and the United States Court of Appeals for the Eleventh Circuit. Five (5) or more years of successful litigation experience in federal and/or state courts and/or administrative agencies. Demonstrated ability to work with diverse groups and individuals and to supervise people successfully. Demonstrated ability to communicate effectively, both orally and in writing.
<u>PREFERRED:</u> Five (5) or more years of successful experience as an attorney for a public agency with effective trial experience; and effective experience in supervision of attorneys. Experience in and knowledge of laws applicable to K-12 school districts.
MAJOR FUNCTION
Provides pro-active legal services to the School Board and the Superintendent on all matters affecting the operation of the school system. Serves as attorney and senior legal advisor for the School Board and general counsel for the School District. Assists the Board members in the legal performance of their duties and fair and just discharging of such obligations to students, staff, employees, and the public.
DUTIES AND RESPONSIBILITIES
<ul style="list-style-type: none">• Provides pro-active legal advice to the School Board and the superintendent on all matters affecting the operation of the school system• Serves as attorney and senior legal advisor for the School Board, and general counsel for the School District• Responsible for advising the School Board and Superintendent on all legal matters relating to the operations of the School District• Coordinates and collaborates with and advises, where appropriate, the Staff Attorney in the performance of their respective duties• Provides legal services to the Superintendent as requested• Directs and participates in the research of state and federal legislation and administrative and court decisions• Investigates legal problems and makes recommendations• Advises the Board and Superintendent of the legality of contemplated actions and current practices• Manages and supervises all activities of the School Board Attorney's Office• Represents or provides for the representation of the board in all legal and administrative proceedings, including arbitrations, mediations and other proceedings• Recommends the hiring of outside counsel• Authorizes the assignment of work to those under contract with the School Board• Consults with other outside counsel who possess subject matter expertise as necessary or appropriate

SCHOOL BOARD ATTORNEY

DUTIES AND RESPONSIBILITIES (Continued)
<ul style="list-style-type: none">• Reviews and approves work of outside counsel in the provision of legal services to the Board as appropriate• Serves as Parliamentarian at School Board meetings and acts as legal advisor to the School Board at quasi-judicial hearings• Reviews and recommends appropriate changes to policies, contracts and procedures to ensure compliance with legal mandates• Conducts and oversees in-service training on legal issues• Conducts and oversees legal research, preparation of legal opinions and answers legal questions from the School Board, Superintendent and Administrative staff• Attends and provides legal advice at all meetings of the School Board• Provides quarterly reports to the School Board on pending litigation• Makes recommendations to the School Board for the employment of other attorneys and legal staff• Provides input into developing the preliminary budgets for the School Board Attorney's Office and approves department expenditures• Performs other related duties as required
TERMS OF EMPLOYEMENT
<p><i>Salary, benefits, and other terms of employment shall be subject to negotiation with the School Board.</i></p> <p><i>The above statements are intended to describe the general nature and level of work being performed by employees assigned to this position. Other duties and responsibilities may be established by contract or otherwise exist as a matter of professional responsibility.</i></p>
HISTORY OF JOB CLASSIFICATION
ISSUED: 7/93 SRS; BOARD APPROVED: 10/27/93; REVISED (MF & D & R) PBL 7/97; REVISED MQ'S: 10/98 PBL; BOARD APPROVED: 10/13/98; REVISED MQ'S 5/05 AK; BOARD APPROVED: 5/24/05. REVISED TITLE, D & R, and MQ'S 5/09 RAS; BOARD APPROVED: 5/26/09; REVISED FORMAT, TITLE, JOB SUMMERY, ESSENTIAL RESPONSIBILITIES 4/12 LM: BOARD APPROVED: 4/24/12

SCHOOL BOARD ATTORNEY

WORKING CONDITIONS & PHYSICAL EFFORT:	Seldom Or Never	Monthly	Weekly	Daily	Hourly
1. Lift objects weighing up to 20 pounds		X			
2. Lift objects weighing 21 to 50 pounds	X				
3. Lift objects weighing 51 to 100 pounds	X				
4. Lift objects weighing more than 100 pounds	X				
5. Carry objects weighing up to 20 pounds		X			
6. Carry objects weighing 21 to 50 pounds	X				
7. Carry objects weighing 51 to 100 pounds	X				
8. Carry objects weighing 100 pounds or more	X				
9. Standing up to one hour at a time				X	
10. Standing up to two hours at a time	X				
11. Standing for more than two hours at a time	X				
12. Stooping and bending				X	
13. Ability to reach and grasp objects				X	
14. Manual dexterity or fine motor skills					X
15. Color vision, the ability to identify and distinguish colors	X				
16. Ability to communicate orally					X
17. Ability to hear					X
18. Pushing or pulling carts or other such objects		X			
19. Proofreading and checking documents for accuracy					X
20. Using a PC to enter and transform words or data					X
21. Using a computer terminal					X
22. Working in a normal office environment with few physical discomforts					X
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions	X				
24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions	X				
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls	X				
26. Operating automobile, vehicle, or van			X		
27. Other physical, mental or visual ability required by the job	X				

School Board Attorney - ADM