

General Counsel

**CLARKSVILLE-MONTGOMERY COUNTY SCHOOL SYSTEM
CLARKSVILLE, TENNESSEE
JOB DESCRIPTION**

Job Title: General Counsel

Department: Central Office - Gracey

Date: July 2021

Reports To: Director of Schools

Grade: 509

Calendar: 12 Months

Purpose of Position:

To provide legal services to Senior Leadership and District Departments as needed.

Essential Duties and Responsibilities:

Advises the Director of School and other Senior Leadership on legal matters relating to general public education and employment law, for the purpose of ensuring activities are conducted according to all laws and regulations.

Assists the Chief Human Resources Officer with the development and implementation of personnel policies, programs and procedures to ensure optimal utilization of human resources to support the mission of the HR department and District.

Conducts sexual harassment, hostile work environment, and discrimination investigations, following reports of related allegations and recommends appropriate employment action.

Coordinates ADA requests submitted by employees.

Coordinates employee grievance process and acts as mediator when appropriate.

Assists with advising Principals, Supervisors, and Employees regarding various Human Resources policies and procedures, as well as Federal and State employment regulations.

Assists with reviews, evaluations and recommendations for employee terminations to ensure compliance with all CMCSS policies, as well as all Federal and State employment regulations.

Assists with ensuring adherence to all laws, regulations, and policies when CHRO brings matters of employee discipline involving suspensions and appeals to counsel.

Coordinates unemployment claims, to include processing requests for information, tracking of claims paid and providing representation at mandated appeal hearings with the TN Department of Labor and Workforce Development.

Provides legal advice to District administrators regarding carrying out policies and procedures established and approved by the Board and/or Tennessee Code Annotated for the purpose of ensuring that the District operates within the laws, rules and regulations.

General Counsel

Recommends changes in District policies and procedures for the purpose of ensuring compliance with applicable Federal and State laws and Department of Education regulations.

Responds to EEOC, THRC and OCR claims/complaints, conducting required investigations as needed for such claims.

Prepares audit letters for submission to District auditors.

Provides legal advice to District administrators regarding FERPA concerns.

Assists District administrators with DCS and law enforcement reports/investigations, as well as student-to-student sexual misconduct allegations.

Assists District employees with assessment of and questions regarding subpoenas, court orders, and other legal documentation.

Coordinates and collaborates with District's outside legal counsel regarding litigation and claims.

Assists with Tennessee Public Records Act requests as needed and as brought to counsel.

Assists with certain student matters, i.e., student rights, appeal and procedure issues, and juvenile court matters.

Represents District at conferences and meetings for the purpose of establishing a professional network.

Conducts legal research as needed for the purpose of advising District or writing opinions regarding District issues.

Communicates and interacts with the various employee groups to convey information as needed and requested.

Serves as counsel for the Clarksville-Montgomery County Employee Insurance Trust.

Reviews contracts on behalf of District as requested by District administrators.

Develops and conducts training for Supervisors related to employment law, FERPA, Public records requests, etc.

Knowledge of Job

Ability to communicate both orally and in written form. Ability to use high-level interpersonal skills in order to maintain effective relationships. Possess skills related to problem solving, planning, supervising, investigations, organizing, and scheduling. Ability to handle highly sensitive personnel matters in a timely and professional manner. Ability to assume administrative responsibility, plan, assign, supervise, and review work of employees. Knowledge of state and federal employment law.

Minimum Training and Expertise Required Performing Essential Position Functions:

Valid Tennessee Law License required with 3 years' experience. Experience with employment law to include public education law preferred and litigation/trial work.

**(ADA) MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED
TO PERFORM ESSENTIAL JOB FUNCTIONS**

PHYSICAL REQUIREMENTS: Must be physically able to operate a variety of office machines. Must be able to use body members to work, move or carry objects or materials. Must be able to exert up to twenty pounds of force occasionally, and/or up to ten pounds of force frequently. Physical demand requirements are at levels of those for light/active work. Must be able to lift and/or carry weight of twenty to forty pounds.

DATA CONCEPTION: Requires the ability to compare and or judge the readily observable functional, technical, structural and compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

LANGUAGE ABILITY; requires the ability to read a variety of informational documentation, directions, instructions, and methods and procedures related to maintenance operations. Requires the ability to write reports with proper format, punctuation, spelling and grammar. Requires the ability to speak with and before others with poise, voice control, and confidence using correct English and a well-modulated voice.

INTELLIGENCE: Requires the ability to learn and understand relatively complex principles and techniques; to make independent judgments in absence of supervision; to acquire knowledge of topics related to Human Resources.

VERBAL APTITUDE: Requires the ability to record and deliver information to supervisors and officials; to explain procedures and policies; and to follow verbal and written instructions, guidelines, and objectives.

NUMERICAL APTITUDE: Requires the ability to add and subtract totals; multiply and divide; determine percentages; determine time and weight; and utilize statistical inference.

FORMS/SPATIAL APTITUDE: Requires the ability to inspect items for proper length, width, and shape visually.

MOTOR COORDINATION: Requires the ability to coordinate hands and eyes in using automated office and departmentally related equipment.

MANUAL DEXTERITY: Requires the ability to handle a variety of items, hand and power tools, office equipment, control knobs, switches, etc. Must have the ability to use both hands for twisting or turning. Must have high level of hand and eye coordination

COLOR DISCRIMINATION: Requires the ability to differentiate colors and shades of color.

INTERPERSONAL TEMPERAMENT: Requires the ability to deal with people (i.e. supervisors, clients, and employees) beyond giving and receiving instructions such as in interpreting policies, decisions, and procedures. Must be adaptable to performing under considerable stress when confronted with an emergency related to Human Resources.

PHYSICAL COMMUNICATION: Requires the ability to talk and/ or hear: (talking-expressing or exchanging ideas by means of spoken words). (Hearing – perceiving nature of sounds by ear).

General Counsel

The Clarksville-Montgomery County School System is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the school system may provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this job description by the employee assigned to the job and the immediate supervisor.

Employee's Signature

Supervisor's Signature

Date

Date