

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

Job Title: Associate General Counsel

Department: Central Office - Gracey

Date: June 2021

Reports To: General Counsel

Grade: 507

Calendar: 12 Month

Purpose of Position:

To provide legal services as needed to Senior Leadership and District Departments with respect to IDEA, Section 504, and other laws specific to students.

Essential Duties and Responsibilities:

Advises the Director of School and other Senior Leadership on legal matters relating to federal and state public education specific to students for the purpose of ensuring activities are conducted according to all laws and regulations.

Represents District to defend a variety of special education claims, to include administrative and due process hearings for IDEA and 504.

Represents District at IEP, 504, and/or other meetings wherein parents have legal representation.

Works with Special Populations leadership on record gathering protocol for cases.

Meets with, interviews, and documents findings regarding persons involved in the IDEA and 504 legal cases.

Coordinates and collaborates with District's outside legal counsel regarding litigation and claims involving IDEA and 504 laws (if any).

Serves as a liaison between the District, counsel, clients and experts.

Is well versed in IDEA and 504 laws to include ADA and Title II and is willing to engage in the special education framework for TN.

Works collaboratively with Special Populations for legislative matters, including legislative committee work to petition for changes in school, state, or federal policy.

Drafts and revises contracts, policies and legal documents with respect to IDEA and 504 matters.

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

Provides legal advice to District administrators as needed 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.

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

Assists with preparing responses to OCR claims/complaints related to students, conducting required investigations as needed for such claims.

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

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

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.

Assists with developing and conducting training for Supervisors related to IDEA, Section 504, etc., as needed.

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 preferred. Experience with IDEA, Section 504, ADA, Title II and State juvenile laws, as well as general public education law preferred. Prior legal experience with litigation/trial/administrative hearing work also preferred.

(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).

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

Employee's Munis Number

Date

Date