

STAFF ATTORNEY

TITLE: Staff Attorney

REPORTS TO: Superintendent of Schools

SUPERVISES: Director of Law Enforcement,
Director of Pupil Personnel, Safe School Office, and Administrative Assistant

JOB FUNCTION: To serve as advisor to the Superintendent, to work cooperatively or in a supervisory capacity with other administrative personnel of the district in a variety of complex legal and administrative issues. Coordinates work with outside legal counsel and performs other duties as assigned

DUTIES AND RESPONSIBILITIES:

- Identifies legal problems or issues inherent in decisions to be made by the Superintendent.
- Prepares and/or reviews various legal documents, such as resolutions, contracts, leases, deeds, and policies.
- Assists Superintendent in policy review, development, and drafting to ensure that all policies are in compliance with Kentucky Revised Statutes, Kentucky Administrative Regulations, and recent case law.
- Assists with all legal and administrative functions of real estate transactions.
- Reviews insurance policies and coverage, and reviews claims made against the district's policies.
- Advises the Superintendent and other administrative personnel in procedures relating to termination of employees, suspension/expulsion of students, and other personnel-related matters.
- Informs the Superintendent and staff of new developments in school law via the district's newsletter, special bulletins, or staff development workshops.
- Performs legal and policy research as directed by the Superintendent.
- Assists trial counsel selected by the Board or the Board's insurance carrier with litigation by drafting briefs, answers to interrogatories, etc.

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DUTIES AND RESPONSIBILITIES (CONT.):

- Advises on all procurement procedures of the district including bid documents, materials/equipment specifications, and bid awards.
- Maintains regular attendance
- Performs other duties as assigned.

PHYSICAL DEMANDS:

- Work is performed while standing, sitting and/or walking
- Requires the ability to communicate effectively using speech, vision and hearing
- Requires the use of hands for simple grasping and fine manipulations
- Requires bending, squatting, crawling, climbing, reaching
- Requires the ability to lift, carry, push or pull light weights

EDUCATION AND EXPERIENCE:

- Law degree from an accredited law school.
- Minimum of five years experience as a practicing attorney with knowledge of public sector law and school law.(preferred)
- Member in good standing of the Kentucky Bar Association

LICENSES AND OTHER REQUIREMENTS:

Original Date: 07/2012

Revisions: 01/2015