

Anoka-Hennepin Independent School District #11
Job Description

Title: General Counsel
Department: General Counsel
Reports to: Superintendent
Prepared Date: January 2023

SUMMARY OF RESPONSIBILITIES

Contribute to strategic and tactical organizational leadership by providing quality professional legal counsel, advice, and representation to the Superintendent and the School Board on all matters affecting the operation of the school district. Assume general administrative responsibility for General Counsel's Office including managing all legal matters and services; representing the school system in litigation and administrative proceedings; coordinating litigation efforts with outside legal counsel; leading policy development and revision; interpreting contracts and ensuring compliance; and supporting bargaining unit contract negotiations.

DUTIES AND RESPONSIBILITIES

The General Counsel will serve as the Chief Legal Officer with duties primarily consisting of but not limited to:

- Participate in the Superintendent's Cabinet which provides strategic and tactical organizational leadership.
- Collaborate and consult with Executive Director of Human Resources in the negotiation and drafting/review of collective bargaining agreements.
- Provide leadership for the resolution of grievances, arbitrations, and representation issues.
- Respond to complaints and charges of discrimination and harassment brought against the school district and filed with the Equal Employment Opportunity Commission (EEOC), Minnesota Department of Human Rights (MDHR) and Office of Civil Rights (OCR).
- Coordinate District responses to human rights, discrimination, harassment, and state agency complaints.
- Conduct investigations including protected class complaints and Title IX.
- Conduct investigations, in collaboration with and in support of the Executive Director of Human Resources, to ensure timely closure to all complaints.
- Manage data practice requests.
- Lead school board policy revision and development process by convening regular policy committee meetings; conducting research; maintaining records; collaborating with staff; and preparing recommendations for policy adoption.
- Provide legal opinions, legal interpretations, and recommendations to district administration for the purposes of ensuring the district maintains compliance with local, state, and federal regulations, Minnesota Department of Education (MDE) policies, practices, and general legal principles affecting the public school system.
- Manage all District litigation and advise the School Board and Superintendent on issues needing outside legal representation. Monitor and review the work performed by outside counsel.
- Consult and support the Executive Director of Human Resources on employment and labor law matters.
- Serve as legal counsel for the School Board; attend School Board meetings.
- Assist School Board members in the legal performance of their duties, and fair and just discharging of such obligations to students, staff, employees, and the public.
- Serve as District resource to all administration with regards to student and personnel issues.
- Design and deliver professional development, in collaboration with the Executive Director of Human Resources, for management staff, building leaders, and other staff in order to build capacity as it

relates to leadership responsibilities in the area of human resource management and to ensure compliance with laws, policies, guidelines, and protocols.

- Provide guidance on employment laws, records retention management, and Minnesota Government Data Practices Act.
- Prepare and review contracts on behalf of the school district.
- Prepare all necessary legal correspondence.
- Plan and execute continuous improvement processes for area of responsibility; invite input and feedback.
- Perform other tasks and assume other responsibilities as assigned by the Superintendent.

SUPERVISORY RESPONSIBILITIES

Directly supervise Associate General Counsel, Data Compliance Analyst and Paralegal. Responsible for overall direction, coordination, and evaluation of the General Counsel Department. Carry out supervisory responsibilities in accordance with school district policies and applicable law. Duties include interviewing, hiring, and training employees, planning, assigning, and directing work; appraising performance; imposing discipline; addressing complaints, and resolving problems.

EDUCATION and/or EXPERIENCE

Juris Doctor degree required. Licensed to practice law in the State of Minnesota with experience in educational administration and/or school and labor laws, industrial relations, public administration, and business administration and increasingly responsible experience in education administration. Requires 10 years related experience, preferably in an educational setting, or equivalent combination of education and experience.

Education, Employment, and Labor Law background and experience preferred.

CERTIFICATES, LICENSES, REGISTRATIONS

Requires Minnesota Attorney License. Licensed by the Minnesota State Bar Association

KNOWLEDGE, SKILLS & ABILITIES

Skilled in verbal and written communication to a diverse audience.

Skilled in problem analysis, data collection, and problem-solving.

Ability to respond to common inquiries or complaints from administrators, employees, students, general public, and School Board.

Ability to effectively present information to and respond to questions from administrators, employees, students, general public, and School Board.

Experience preparing and presenting effective written and oral reports, recommendations, district policies and procedures.

Experience and ability to work cooperatively across a complex organization and numerous stakeholders.

Knowledge of legal principles and practices, including civil, criminal, constitutional, contract, employment, administrative, and business law and procedures.

Knowledge of regulatory powers, limitations, authorities, and responsibilities of the board of education

Knowledge of pertinent Federal, State, and local laws, regulations and court decisions relating to education.

Experience with and knowledge of school district labor organizations and collective bargaining agreements; principles and practices of negotiations and collective bargaining.

Maintain current knowledge of provisions of applicable Federal, State, and District laws, rules, and regulations.

Ability to use computer and relevant applications.

Prepare and present complex data in written and oral reports and represent the District in a variety of public settings.

Experience working on matters of governance with knowledge of parliamentary procedures.

Ability to maintain regular attendance, which includes completing an assigned day, and attending evening and weekend obligations.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; talk; and hear. The employee is occasionally required to stand; walk; reach with hands and arms; and lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Most work is performed in an office or school building. Ability to travel to various district sites is occasionally required. The noise level in the work environment is usually quiet.