

Anoka-Hennepin Independent School District #11

Job Description

Title: Associate General Counsel

Reports to: General Counsel

JOB SUMMARY

The Associate General Counsel plays a critical role in supporting the mission of Anoka-Hennepin School District by providing high-quality legal counsel, advice, and representation to the School Board, Superintendent, and all levels of district staff. This position is instrumental in ensuring the district's legal compliance, risk mitigation, and overall operational effectiveness.

KEY RESPONSIBILITIES

Provide Comprehensive Legal Counsel:

- Advise on a wide range of legal matters, including education law, employment law, municipal law, and labor law.
- Represent the district in legal proceedings, such as negotiations, grievances, arbitrations, and court hearings.
- Conduct thorough investigations into complaints of discrimination, harassment, and other legal issues, ensuring compliance with Title IX and other relevant laws.
- Advise on and support the district's compliance with the Americans with Disabilities Act (ADA) and other accessibility requirements.
- Guide the district on student discipline matters, ensuring due process rights are upheld for all students.
- Advise on and review data privacy requests in accordance with the Minnesota Data Practices Act.
- Provide legal counsel on student family relations matters.
- Review and advise contracts, policies, and procedures to ensure compliance with all applicable laws and regulations.
- Provide legal counsel on workers' compensation.
- Conduct employee investigations and advise on disciplinary actions.

Policy Development and Implementation:

- Actively participate in committees and contribute to the formulation and implementation of district policies, practices, and procedures.

Legal Training and Support:

- Develop and deliver comprehensive legal training programs to support staff at all levels of the district.

Stakeholder Communication:

- Effectively communicate legal advice and information to a diverse audience, including administrators, staff, students, parents, the School Board, and the general public.
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QUALIFICATIONS

- Juris Doctor (J.D.) degree from an accredited law school.
 - Minimum 3-5 years of professional legal experience, with a strong preference for experience in the public sector, particularly in education law.
 - Proven experience handling discrimination and harassment complaints, including conducting thorough investigations.
 - Experience with ADA compliance and determinations.
 - Experience in collective bargaining negotiations and union grievances.
 - Excellent research, analytical and writing skills
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SKILLS AND COMPETENCIES

- In-depth knowledge of relevant federal, state, and local laws, including education law, employment law, and data privacy laws.
 - Excellent communication, interpersonal, and presentation skills.
 - Ability to work independently and as part of a collaborative team.
 - Strong ethical and professional judgment.
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PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

- This position requires frequent standing, walking, sitting, bending, and may include lifting up to 10 pounds.
 - Specific vision abilities required such as close vision and the ability to adjust focus.
 - Work environment includes offices, meeting rooms and school buildings.
 - Must be able to respond to unexpected situations and maintain composure.
 - Ability to travel to various district sites is required.
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