

**Anoka-Hennepin Independent School District #11**  
**Job Description**

**Title:** Associate General Counsel  
**Department:** General Counsel  
**Reports to:** General Counsel  
**Prepared Date:** August 25, 2021

**SUMMARY OF RESPONSIBILITIES**

Assist General Counsel to support student success and achievement by providing quality legal counsel, advice, and representation to the School Board, Superintendent, administrative, professional, and support staff.

**DUTIES AND RESPONSIBILITIES**

**Legal Services and Counsel**

- With an emphasis on education, employment, and labor law, the Associate General Counsel will serve as a resource and provide legal advice, counsel, and services including but not limited to:
  - negotiations, grievances, arbitrations, and representation issues
  - complaints and charges of discrimination and harassment
  - investigations including protected class complaints and Title IX
  - ADA determinations and support
  - student discipline and due process
  - data practice requests
  - student family relations
  - contract and policy review and compliance including operational transactional matters
- Serve and/or lead committees and assist in the formulation and implementation of policies, practices, and procedures.
- Write and coordinate responses to legal complaints and/or charges.
- Develop and implement legal raining resources to support staff at all levels of the District.

**Miscellaneous**

- Communicate effectively with stakeholders.
- Perform other tasks and assume other responsibilities as assign.

**SUPERVISORY RESPONSIBILITIES**

None

**EDUCATION and/or EXPERIENCE**

Juris Doctor degree from an accredited ABA law school required. Requires 5 years working as a practicing attorney in the public sector or an equivalent combination of education and experience. Experience handling Title IX matters. Experience serving as primary investigator. ADA coordinator or determinations experience. Experience in collective bargaining negotiations and union grievances. Experience researching legal matters and writing briefs and memoranda. Education, Employment, and Labor Law background and experience preferred. Experience in one or more of the legal practice areas of the Office of General counsel, such as special education, employment, policy development, student rights, and/or contracts and procurement is preferred.

## **CERTIFICATES, LICENSES, REGISTRATIONS**

Requires Minnesota Attorney License.

HR Certifications is a plus.

## **KNOWLEDGE, SKILLS & ABILITIES**

Knowledge of laws effecting school districts.

Knowledge of Minnesota Data Practices Act.

Knowledge of human resources and labor relations management.

Highly 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 and engage with administrators, employees, students, general public, and School Board.

Ability to effectively present reports and data to administrators, employees, students, general public, and School Board.

Ability to define problems, collect data, establish facts, and draw valid conclusions.

Ability to read, analyze, and interpret written legal documents.

Ability to write comprehensive reports, correspondence, and procedure manuals.

In-depth knowledge of the federal, state, and local laws pertaining to ADA, FMLA, EEO, Title IX, Title VII, and Minnesota Government Data Practices Act.

Ability to conduct fact-finding investigations from initiation through conclusion.

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 20 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.