

Anoka-Hennepin Independent School District #11
Job Description

Title: General Counsel
Department: General Counsel
Reports to: Superintendent
Prepared Date: February 2, 2021

SUMMARY OF RESPONSIBILITIES

Provide 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 bargaining unit contract negotiations, contract interpretation and compliance, and legal interpretation and compliance.

DUTIES AND RESPONSIBILITIES

- Represent the District in all negotiations, arbitrations, grievances, and representation issues with District bargaining units.
- Represent the District as legal counsel for all labor relations litigation and for all student services related activities requiring legal representation.
- 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, 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 with the Employee Services Director, Labor Relations & Benefits Director, and Chief Financial Executive to ensure appropriate budgeting of negotiated salaries and benefits.
- 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.
- Provide staff development for the purposes of educating others on their legal responsibilities.
- Provide guidance on employment laws, records retention management, and Minnesota Government Data Practices Act.
- Coordinate District responses to human rights, discrimination, harassment, and state agency complaints.
- Member of the Superintendent's Cabinet, the leadership team for the school district.
- Perform other tasks and assumes other responsibilities as assigned by the Superintendent.

SUPERVISORY RESPONSIBILITIES

Directly supervise Associate General Counsel and Administrative Assistant. 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.

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

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.