

Anoka-Hennepin Independent School District #11
Job Description

Title: General Counsel
Department: General Counsel
Reports to: Superintendent
Prepared Date: June 15, 2004

SUMMARY OF RESPONSIBILITIES

Provides legal counsel to the Superintendent and the School Board. Assumes general administrative responsibility for the General Counsel's including bargaining unit contract negotiations, contract interpretation and compliance, and legal interpretation and compliance.

DUTIES AND RESPONSIBILITIES

- Represents the District in all negotiations, arbitrations, and representation issues with District bargaining units.
- Represents the District as legal counsel for all labor relations litigation and for all student services related activities requiring legal representation.
- Consults with the HR Manager and Director of Business Services to ensure appropriate budgeting of negotiated salaries and benefits.
- Advises the Superintendent in issues needing outside legal assistance.
- Serves as legal counsel for the School Board; attends Board meetings.
- Serves as District resource to all administration with regards to student and personnel issues.
- Coordinates District responses to human rights, discrimination, and harassment complaints.
- Member of the Superintendent's Cabinet, the leadership team for the school district.
- Performs other tasks and assumes other responsibilities as assigned by the Superintendent.

SUPERVISORY RESPONSIBILITIES

Responsible for the overall direction, coordination, and evaluation of this unit. Also directly supervises one non-supervisory employees. Carries out supervisory responsibilities in accordance with the District's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

EDUCATION and/or EXPERIENCE

Requires Law School graduate - J.D. degree.

CERTIFICATES, LICENSES, REGISTRATIONS

Licensed by the Minnesota State Bar Association