



VACANCY ANNOUNCEMENT

ARLINGTON PUBLIC SCHOOLS

2110 Washington Blvd., Arlington, VA 22204

December 18, 2020

OPEN UNTIL FILLED

DIVISION COUNSEL
JOB NUMBER P/E20-21.016

APPLICATIONS MUST BE SUBMITTED ONLINE AND WILL ONLY BE CONSIDERED IF ALL REQUIRED INFORMATION IS INCLUDED.

Human Resources announces an opening for the position of Division Counsel in the Superintendent's Office. This is a twelve-month position, Grade P-19, on the administrative and supervisory salary scale with a salary range of \$112,077 to \$168,800 (2020-2021 salary schedule).

DISTINGUISHING FEATURES OF WORK

The Division Counsel serves as the in-house legal counsel for Arlington Public Schools and the School Board. Uses judgment and initiative to conduct legal research, interpret laws, render legal opinions, and provide technical legal expertise to the School Board, Superintendent and District administrative staff.

Work is performed under policy direction of the School Board and Superintendent. The incumbent is responsible for supervising the Paralegal.

ILLUSTRATIVE EXAMPLES OF WORK (May not include all duties performed – These are intended as an illustration of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Advises the Superintendent, School Board, Executive Leadership Team and other district staff regarding legal issues related to the Constitution, students' rights, education, employment, civil rights, real estate, local government, procurement, contracts, tort law, and state and federal laws.
- Interprets federal, state and local laws, renders legal opinions, and provides legal advice in the drafting of legal documents, policies, rules and regulations, resolutions, applications and other legal or quasi-legal papers.
- Provides technical legal expertise, information and assistance in the formulation and development of policies, procedures and programs to ensure legal compliance. Advises the School Board and Superintendent of unusual trends or problems and recommends appropriate corrective actions.

- Advises the School Board regarding federal and state legislation of concern to the school system and coordinates with Executive Leadership Team and other staff to develop and revise legislation, policies and regulations that promote the interests of the school system.
- Represents the School Board and Superintendent in administrative hearings and before fact-finding panels, Civil Service Commission, School Board and other entities.
- Conducts research, gathers evidence, prepares pleadings and legal briefs, and takes other action as necessary to defend or initiate legal action.
- Appears before federal, state and local courts and legislative bodies to present the District's position on issues pending before those entities.
- Attends and provides legal advice at regular meetings of the School Board and such other meetings as the School Board or Superintendent directs.
- Oversees the selection and use of outside counsel and negotiates fees.
- Performs related duties, as assigned or needed.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Experience working with students and families from diverse cultural and linguistic backgrounds.
- Bilingual skills preferred but not required.
- Knowledge of state, federal and local laws, regulations and court decisions applicable to K-12 public schools.
- Knowledge of principles and practices of public administration, intergovernmental relations and school business operations.
- Knowledge of methods and procedures required to provide legal services to an administration and governing body in a large urban public agency.
- Knowledge of current local, state and federal issues related to public schools and K-12 public education.
- Knowledge of School District's policies, priorities and objectives.
- Knowledge of labor law, affirmative action and employment discrimination.
- Knowledge of constitutional and administrative law.
- Knowledge of Rules of Evidence.
- Knowledge of juvenile law, student rights and discipline.
- Knowledge of current issues and special challenges of large urban school districts and their communities.
- Knowledge of internal consulting concepts and practices.
- Exceptional written and oral communication skills.
- Knowledge of supervisory duties, including hiring and performance evaluation.
- Ability to prepare and render legal opinions.
- Ability to oversee and/or prepare and conduct litigation and administrative law hearings.
- Ability to review existing and pending legislation related to procedural guidelines and District policies.
- Ability to interpret, apply and explain complex state and federal policies, law, regulations and court decisions applicable to school business.
- Ability to provide internal legal consultation services.
- Ability to represent the District in a variety of public settings.
- Ability to manage and supervise staff.
- Ability to maintain confidentiality of highly sensitive information.

MINIMUM EDUCATION, TRAINING AND EXPERIENCE REQUIREMENTS

- Juris Doctorate from an accredited law school with membership in, or eligibility for, the Virginia Bar is required.
- Expertise in one or more of the following areas of law is preferable: the Constitution, student rights, education, employment, civil rights, real estate, local government, procurement, contract, or tort law; experience with litigation, project, and personnel management.
- Five (5) years of experience in a public or private sector law practice is required, ten (10) is preferred.

LICENSE/CERTIFICATION

- License to practice law in the state of Virginia.

APPLICATION PROCESS

Candidates must apply online and attach a resume, a written statement of interest in and qualifications for this position. Please complete the online Professional application on the APS website in the Employment section: www.apsva.us. A minimum of three letters of recommendation must also be submitted online as part of your application packet.

SELECTION PROCESS

All selected candidates will be interviewed by screening committees composed of representatives from the Superintendent's staff and School Board Members.

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PLEASE POST

EQUAL OPPORTUNITY EMPLOYER

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It is the policy of the Arlington School Board, as stated in the School Board Policy G-2.30, that employment opportunities shall not be restricted, abridged or otherwise adversely affected on the basis of race, national origin, creed, color, religion, gender, age, economic status, sexual orientation, marital status, genetic information, pregnancy status, veteran status, gender identity or expression, and/or disability.