



Poudre School District

HUMAN RESOURCES DEPARTMENT

JOB DESCRIPTION

Job Title: **Assistant Legal Counsel**
Job Family: **Administrative**
Prepared/Revised Date: **October 21, 2024**

FLSA Status: **Exempt**
Pay Range: **Schedule A/P-Grade H**
Job Code: **34103**
Days: **260**

SUMMARY: Responsible for providing professional legal advice and services to Poudre School District under the supervision of the General Counsel. This role involves offering high-quality legal counsel on various matters, including education, student rights, civil rights, employment, real estate, local government, contracts, and special education. The Assistant Legal Counsel will assist the General Counsel in litigation cases, advise stakeholders and district leaders, and assist in the reviewing and drafting of policies and procedures.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Description of Job Tasks
1. Prepare and render legal opinions and provide research services and analysis to the District, the Board of Education, and administrative staff as directed by the General Counsel.
2. Anticipate potential litigation and administrative claims, gather necessary information, perform investigations and align resources. Help maintain files and retrieval systems for legal information of relevance to the District.
3. Assist in drafting legal documents, including but not limited to, Board and District policies, rules and regulations, resolutions, contracts, negotiated agreements, position statements, and other legal or related documents upon request by the General Counsel. Help establish, publicize and participate in implementation of systems and strategies to ensure compliance with laws, regulations, and policies.
4. When the General Counsel is unavailable, attend and provide legal advice at meetings of the Board of Education upon Direction of General Counsel or at the request of the Superintendent.
5. Keep abreast of legislation affecting the District. Study and interpret law, court decisions, ordinances and other legal authorities.
6. Attend various grievance hearings, administrative hearings, arbitrations or appeals and provide legal advice and counsel.
7. Assist in developing and conducting staff training sessions and workshops.
8. Respond to inquiries related to court orders and student record requests, including but not limited to, custody orders, divorce decrees, protective orders, and subpoenas which impact the education setting.
9. Provide guidance to District administrators, including the Title IX Coordinators and compliance officers, on Title IX and nondiscrimination compliance and investigations.
10. Attend work and arrive in a timely manner.
11. Perform other duties as assigned.



EDUCATION AND RELATED WORK EXPERIENCE:

- Juris Doctorate degree from an accredited law school required.
- Minimum of three years of legal experience. Experience in education law/litigation or public administration, and special law preferred.

LICENSES, REGISTRATIONS, or CERTIFICATIONS:

- Criminal background check required for hire.
- License to practice law in the State of Colorado required or ability to become licensed within six months of taking position.
- Valid US Driver's License.

TECHNICAL SKILLS, KNOWLEDGE, & ABILITIES:

- Expertise in Section 504, IDEA, Title IX, Title VI, Title VII, FERPA, and CORA.
- Proficiency in legal research, case law analysis, and understanding of public school operations.
- Ability to analyze, interpret, apply, and explain legal policies, procedures, laws, and regulations; evaluates litigation exposure for the District.
- Experience in drafting, interpreting, and evaluating contracts.
- Ability to represent the District at IEP, 504, and other meetings.
- Clear and concise oral and written communication skills.
- Assist in providing advice on new or revised policies and procedures.
- Ensures compliance with federal, state, and local laws and regulations.
- Values and promotes diversity, equity, and inclusion in all aspects of the work.
- Demonstrates a willingness to be flexible, versatile and/or tolerant in a changing work environment while maintaining effectiveness and efficiency.
- Understand ethical behavior and business practices and ensures that own behavior and the behavior of others is consistent with these standards and aligns with the values of the District.
- Sets priorities, develops a work schedule, monitors progress towards goals, and track details, data, information and activities.
- Assesses options and actions based on trends and conditions in the environment, and the vision and values of the District.
- Maintains confidentiality, represents the district ethically, and works collaboratively with others; meets strict deadlines.
- Critical thinking, problem-solving skills and analytical skills.
- Interpersonal relations skills.
- Ability to manage multiple priorities.
- Ability to maintain honesty and integrity in all aspects of the job.
- Ability and willingness to adhere to attendance requirements, including regular and punctual employee presence.
- Ability to promote and follow Board of Education policies, District policies, administrative guidelines, and building and department procedures.
- Ability to communicate, interact, and work effectively and cooperatively with people from diverse ethnic and educational backgrounds.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment, and report unsafe conditions to the appropriate administrator.

MATERIALS AND EQUIPMENT-OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers and peripherals as well as typical office equipment.
- Operating knowledge of and experience with Microsoft Office products and other department software packages.

It is acknowledged that the ATTORNEY is subject to, and required to comply with, the Colorado Rules of Professional Conduct adopted by the Colorado Supreme Court in 1992, which shall supersede any conflicting or inconsistent provision hereof.



REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	# of EMPLOYEES
Reports to:	General Counsel	
Direct Reports:	This position has no supervisory responsibilities.	

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand		x		
Walk		x		
Sit			x	
Use hands to finger, handle, or feel	x			
Reach with hands and arms		x		
Climb or balance	x			
Stoop, kneel, crouch, or crawl	x			
Talk				x
Hear				x
Taste	x			
Smell	x			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds		x		
Up to 25 pounds		x		
Up to 50 pounds	x			
Up to 100 pounds	x			
More than 100 pounds	x			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare			x	
Analyze			x	
Communicate				x
Copy		x		
Coordinate				x
Instruct		x		
Compute		x		
Synthesize			x	
Evaluate			x	
Interpersonal Skills				x
Compile		x		
Negotiate		x		

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	x			
Work near moving mechanical parts	x			
Work in high, precarious places	x			



WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Fumes or airborne particles	x			
Toxic or caustic chemicals	x			
Outdoor weather conditions	x			
Extreme cold (non-weather)	x			
Extreme heat (non-weather)	x			
Risk of electrical shock	x			
Work with explosives	x			
Risk of radiation	x			
Vibration	x			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	x
Distance vision (clear vision at 20 feet or more)	x
Color vision (ability to identify and distinguish colors)	
Peripheral vision	
Depth perception	x
Ability to adjust focus	x

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	x
Moderate	
Loud	
Very Loud	