

The School Board of Orange County, Florida, is seeking a full time General Counsel.

Position: General Counsel for The School Board of Orange County, Florida.

Position Location:

The School Board of Orange County, Florida (OCSB) is the tenth largest district in the nation. It provides Pre-K through 12th grade, adult and technical education for the residents of Orange County. For detailed information on the School Board visit www.ocps.net.

Position Description:

The General Counsel is the chief legal advisor of the OCSB and provides legal advice to the School Board, the Superintendent and District Administration. General Counsel attends all School Board public meetings and closed door sessions, provides oversight of litigation, legal opinions, policy and contract interpretation and manages and directs in-house and outside attorneys; and other duties as assigned.

Position Requirements:

An individual respondent is required to have an earned Doctor of Jurisprudence from an accredited law school, be a current member in good standing of The Florida Bar, have significant experience in educational governmental and/or administrative law, and have ten (10) years of experience practicing as an attorney.

Salary Range (based on experience):

Individual respondent \$150,000.00 to \$180,000.00 annually, plus benefits, including pension contributions, health insurance and other benefits as negotiated.

Application Procedures:

Be advised that all applications are subject to the Florida Public Records Law. Specify in your application your interest in full time employment as the in-house General Counsel to The School Board and qualifications for same.

Submission must be received no later than 5:00 p.m. on April 20, 2010.

The School Board of Orange County, Florida is an Equal Opportunity Employer.

SEND ONE (1) ORIGINAL AND SEVEN (7) COLLATED COPIES OF YOUR LETTER OF INTEREST AND RESUME TO:

Dr. Carol Kindt
Senior Executive Director of Human Resources
Orange County Public Schools
445 West Amelia Street
Orlando, FL 32801
(407) 317-3200

ORANGE COUNTY SCHOOL BOARD
FLORIDA

PCSB: 0160
Pay Grade: C00

FLSA: Exempt

GENERAL COUNSEL

MAJOR FUNCTION:

Provides proactive legal services to the School Board and the Superintendent. Assists the Board in the legal performance of their duties and fair and just discharging of such obligations to students, employees, and the public.

DUTIES AND RESPONSIBILITIES:

- Responsible for advising the School Board and Superintendent on all legal matters affecting the School District.
- Responsible for representing or providing for the representation of the School Board, Superintendent, and, when appropriate, staff, in all litigation, administrative proceedings, arbitrations, mediations, and other proceedings.
- Responsible to monitor and coordinate work performed by outside counsel. Reviews and approves work of outside counsel in the provision of legal services to the District.
- Supervises, manages, and evaluates the work of the attorneys and support staff in the Office of General Counsel.
- Serves as Parliamentarian at School Board meetings and acts as legal advisor to the School Board at quasi-judicial hearings.
- Reviews and recommends to the School Board and Superintendent appropriate changes to policies, contracts and procedures to ensure compliance with applicable Federal and State laws and Department of Education rules and policies.
- Coordinates the preparation of legal opinions and the dissemination of information related to such opinions.
- Coordinates the planning and implementation of in-service training on legal issues.
- Conducts and oversees legal research, prepares and renders legal opinions and answers legal questions as requested by the School Board, Superintendent and staff.
- Works collaboratively with school, regional, and district personnel.
- Attends and provides legal advice at all meetings of the School Board.
- Provides quarterly reports to the School Board on pending litigation.
- Makes recommendations to the School Board for the employment of other attorneys.
- Provides input into developing the preliminary budgets for the Office of General Counsel and approves department expenditures.

MINIMUM QUALIFICATIONS:

Law degree from an accredited law school.

Member in good standing of the Florida Bar (five (5) years required).

Admitted or eligible for admission to the bar of the United States Federal District Court for the Middle District of Florida, and the United States Court of Appeals for the Eleventh Circuit.

Five (5) of more years of successful litigation experience in federal and/or state courts and/or administrative agencies.

Demonstrated ability to work with diverse groups and individuals and to supervise people successfully.
Demonstrated ability to communicate effectively, both orally and in writing.

PREFERRED:

Five (5) or more years of successful experience as an attorney for a public agency with effective trial experience; and effective experience in supervision of attorneys.

Experience in and knowledge of laws applicable to K-12 School Districts.

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be constructed as an exhaustive list of all responsibilities and duties required of those in this classification.