

# DeKalb County School District

## Position Specification

Title: Chief Legal Officer

**DIVISION:** Superintendent's Office

**GRADE:** DPC

**DEPARTMENT:** Superintendent's Office

**WORK DAYS:** 246

**REPORTS TO:** Superintendent

**FLSA STATUS:** Exempt

**RETIREMENT:** Teachers Retirement System

**APPROVED (HR):** November 2023

### General Statement of Job

Under the direct supervision of the Superintendent, the Chief Legal Officer is charged with the responsibility of assisting the Superintendent in managing legal services rendered to the school district, to include representing the school district on legal matters, as assigned by the Superintendent, such as Workers Compensation Hearings, Unemployment Hearings, Fair Dismissal Act Suspension Hearings, as well as conducting investigations and compliance of all matters of employee discipline and termination, employment discrimination, and or harassment, Professional Standards Commission Compliance, Title IX Compliance, ADA Compliance, Department of Labor Compliance, employment law regulations and Board of Education policies and administrative regulations, as well as drafting and negotiating contracts and ensuring district wide audit and financial integrity.

### Specific Duties and Responsibilities

#### **Essential Functions:**

The following duties are representative for this position. The omission of specific statements of duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

- Assists the Superintendent in managing the legal services program, to include direct interface with school district administrators, attorneys, courts, administrative agencies, administrators, employees and other stakeholders, to resolve employment related claims, Code of Ethics violations and to facilitate the prosecution of crimes.
- Provides counsel and advice to the Superintendent, the Board of Education, the Senior Cabinet and all staff on all legal and regulatory issues.
- Manage and supervise the Executive Legal Officer, Associate Legal Officer, Assistant Legal Officers and other staff members in the Office of Legal Affairs.
- Develop and interpret legal department policies and procedures.
- Reviews Final Investigative Reports and Recommendations. Facilitates Informal Resolution Conferences, and negotiates resolution of case issues.

<ul style="list-style-type: none"> <li>• Manage and supervise investigations, to include interviews of students, parents, educators, administrators and other DCSD stakeholders</li> </ul>
<ul style="list-style-type: none"> <li>• Responsible for managing and supervising the Risk Management Unit, to include the Insurance Services Program and the Workers' Compensation Insurance Program.</li> </ul>
<ul style="list-style-type: none"> <li>• Responsible for managing and supervising the Internal Audit &amp; Compliance Unit, to ensure the school district's integrity in financial transactions and processes.</li> </ul>
<ul style="list-style-type: none"> <li>• Drafts and negotiates contracts and assists with policy review and amendments, as well as the development and presentation of various training modules.</li> </ul>
<ul style="list-style-type: none"> <li>• Presents case facts to various administrative agencies, and prosecuting authorities for appropriate disposition.</li> </ul>
<ul style="list-style-type: none"> <li>• Serves as advisor to the Superintendent and the senior executive cabinet and supervises a wide range of legal issues requiring broad expertise and a clear understanding of sound business practices.</li> </ul>
<ul style="list-style-type: none"> <li>• Performs any special projects as assigned by the Superintendent.</li> </ul>
<ul style="list-style-type: none"> <li>• Performs other duties as assigned.</li> </ul>

### **Education and/or Experience**

Juris Doctorate degree from an accredited college or university required. Minimum of ten (10) years of legal experience in labor and employment law and school law, with progressive leadership responsibilities is required.

**Certificates, Licenses, Permits:** Active licensure by the State Bar of Georgia required.

### **Knowledge, Skills & Abilities**

**Knowledge of** criminal law, education law, labor and employment law, or human resources law; federal, state and local laws, rules and regulations, including those that pertain to claims of discrimination, and or forms of harassment; state certification rules and regulations; DCSD policies and procedures; benefits and compensation administration; management-labor relations; public personnel administration; public school administration; position content; qualifications, educational, and training requirements; wage and salary administration; statistical concepts and methods; data collection; office management and record-keeping.

**Skill in** effective oral, written, and interpersonal communication; gathering/researching information; data analysis, interpretation and report preparation; understanding ongoing and anticipated human resource challenges to identify and implement specific policies and programs designed to meet these challenges; basic mathematical computation and accounting principles; and problem solving .

**Ability to** exercise judgment and discretion; establish and maintain productive working relationships with representatives from other organizational areas; plan, coordinate, and direct the work of others engaged in various professional, technical and clerical functions of human

resources; use relevant computer applications; prioritize assignments; and manage multiple tasks simultaneously.

### **ADA Requirements:**

**Sedentary Work:** Exerting up to 10 pounds of force occasionally, and/or a negligible amount of force frequently or constantly to lift carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all sedentary criteria are met.

**Reaching:** Extending hand(s) and arm(s) in any direction.

**Fingering:** Picking, pinching, typing or otherwise working, primarily with fingers rather than with the whole hand or arm as in handling.

**Talking:** Expressing or exchanging ideas by means of the spoken word. One must have the ability to convey detailed or important spoken instructions to others accurately, loudly, or quickly.

**Hearing:** Ability to receive detailed information through oral communication; and to make fine discrimination in sounds, such as when making fine adjustments on machined parts with or without correction.

**Vision:** The ability to perceive the nature of objects by the eye. Acuity (near and far vision), depth perception (three dimensional vision), accommodation (adjustment of lens to eye to bring an object into sharp focus), field of vision (area that can be seen up and down or to the right or left while eyes are fixed on a given point) and color vision (ability to distinguish and identify colors) are required factors.

**Repetitive Motions:** Substantial movements (motions) of the wrists, hands, and/or fingers.

### **Performance Factors:**

**Interaction with Others:** Ability to maintain, on a regular and consistent basis, relationships that are not characterized by high levels of hostility, social withdrawal or failure to communicate. Ability to be flexible in situations relative to daily routines. Ability to demonstrate sensitivity to the differences among diverse populations.

**Concentration:** Ability to maintain workflow and thought processes in the presence of frequent distractions. Ability to ignore irrelevant sights or sounds and intrusive thoughts or stimuli. Ability to manage multiple tasks simultaneously with only few or no errors.

**Stressful Circumstances:** Ability to produce quality work when short or unexpected deadlines are presented. Ability to adjust work processes without incident when new and unexpected directions are given relative to a project that may be in process. Ability to maintain composure and not compound a situation when interacting with persons who may be angry, demanding or otherwise less than polite.

**Independent Judgment:** Ability to complete work tasks without being given procedure directions relative to work steps or the final project.

**Decision Making:** Ability to make appropriate business decisions.

**Organizational Skills:** Ability to establish priorities; simultaneously manage multiple tasks; and deliver a quality work product by a designated deadline.

**Attention to Detail:** Ability to recognize errors or layout features that detract from the physical attractiveness or accuracy of a work product.

**Public Contact:** Ability to communicate professionally and effectively, both verbally and in writing, with superiors, colleagues, and other individuals within and external to the school district.

Ability to demonstrate professionalism while interacting with others and to maintain constructive working relationships.

**Attendance and Dependability:** Ability to be depended on to report to work at the scheduled time and to seldom be absent from work. Ability to complete work in a timely, accurate manner and to be conscientious about work performance.