



Sioux Falls School District 49-5

JOB DESCRIPTION

JOB TITLE:

In-House Counsel
(Level IV; 12 month position)

REQUIREMENTS:

- A. Education Level:** Juris Doctorate Degree. Admitted to practice law in South Dakota via the South Dakota Bar.
- B. Experience Required:** Three years of experience in a similar position required.
- C. Physical Requirements:** This position requires constant hand-eye/mind-eye coordination, hearing, intermittent walking, talking and writing. Frequent keyboarding and repetitive motions with wrists, fingers, and hands are required.
- D. Other Requirements:** High level of communication skills, both oral and written. Must have ability to organize and set priorities.

REPORTS TO:

Superintendent

ESSENTIAL FUNCTIONS AND DUTIES:

1. Oversees the development and implementation of District policies.
2. Assists with the review and revisions of District contracts with vendors and outside service providers.
3. Administrates contracts with all employee groups and interpretation of contract language for administration and employees.
4. Assists with the nonrenewal, reduction in force, termination, discipline and other personnel procedures for certificated and non-certificated personnel.
5. Represents the District at grievance hearings.
6. Investigates and provides counsel to arbitration, unemployment hearings, unfair labor practices and discrimination hearings.
7. Serves as the Civil Rights Officer and Title IX Coordinator.
8. Provides counsel to the Director of Special Services on the interpretation and adherence to special education law.
9. Represents the District in Due Process, State Complaint or OCR proceedings.

10. Manages student discipline, suspensions and expulsions.
11. Keeps informed of and interprets court decisions, regulations, statutes, rules and policies affecting education, employee groups and student affairs.
12. Manages communication with outside legal counsel and confers with outside counsel on pertinent legal issues as needed.
13. Performs other duties as assigned.

WORKING CONDITIONS:

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|-----------|---|-----------------------|---|
| A. | <u>Inside</u> | <u>Outside</u> | <u>Both</u>
<u>XXX</u> |
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| B. | Climatic Environment: Typically, work is conducted in a comfortable environment. | | |
| C. | Hazards: Travel between locations will cause exposure to hazardous driving and walking conditions. | | |

I have read and understand this job description and can fulfill the essential functions as listed.

Signature

Date

Print Name