



**Board of Education of the City of St. Louis**  
**CAREER OPPORTUNITY**

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<b>Position Title:</b>	Assistant General Counsel
<b>Payroll/Personnel Type:</b>	12 Month
<b>Reports to:</b>	Chief Human Resources Officer

**Position Summary:**

Under direction of the General Counsel and under the supervision of the District's Chief Human Resource Officer, the Asst. General Counsel for the St. Louis Public Schools provides general legal advice to the district on various legal matters. The Asst. General Counsel will be primarily responsible for interfacing and providing internal legal support to the District's Human Resources Department. As requested by the General Counsel, the Asst. General Counsel will also be responsible for interfacing and providing legal support on additional matters relating to student discipline, student privacy, and student discrimination. The Asst. General Counsel must be a highly motivated person, capable of working independently and in a team environment. The Asst. General Counsel must have good research and writing skills. The Asst. General Counsel must have a strong background in employment law. Preference will be given to candidates with experience handling public teacher tenure/due process proceedings. Finalist for the position will be required to provide a writing sample.

**Essential Functions:**

- Provide general legal advice to district personnel as needed
- Advise supervisors and administrators on employment matters and claims including employee discipline and termination, employment discrimination, wage issues, family leave, and state and federal compliance (e.g., ADA, ADEA, Title VII, FMLA, FLSA, etc.)
- Manage and supervise investigations, including interviews of students, parents, educators, administrators and other district stakeholders
- Assist with preparing and revising the district's written response to complaints and claims of discrimination filed with the Missouri Human Rights Commission, the Equal Employment Opportunity Commission, the Office for Civil Rights of the U.S. Depart of Education, and/or represent the district before state or federal agencies
- Prepare and conduct administrative hearings on behalf of the district (non-certified and certified termination hearings, unemployment hearings, mediations, arbitrations, etc.)
- Assist with the evaluation of findings and the development of strategies and arguments in preparation for cases for the purpose of helping outside counsel in defending district related litigation
- Consult with internal and external counsel on policy matters, as appropriate, to ensure compliance with employment laws and regulations

**Additional Functions:**

- Serve as Coordinator for compliance and conduct all staff training for Section 504, Title VI and Title IX
- Provide advice to district personnel on all legal matters relating to the operations of the district (e.g. administrative procedures, public employment, student rights, general education law, etc.) for the purpose of ensuring all activities are conducted according to all laws and regulations



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- Assists in developing and conducting staff training sessions and workshops concerning the requirements of school law and board policy, including but not limited to employment/student discrimination, student privacy, special education, and other school law related topics

**Knowledge, Skills, and Abilities:**

- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, procedure manuals and documents pertinent to personnel files
- Ability to write routine reports and correspondence
- Ability to speak effectively before groups of customers, external organizations and/or colleagues
- Ability to perform general office duties such as typing and operating office machines
- Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common, fractions and decimals
- Ability to calculate figures and amounts such as discounts, interest, commissions, proportions and percentages
- Ability to compound rate, ratio and percent and ability to draw and interpret bar graphs
- Ability to apply common sense understanding to carry out instructions in written, oral or diagram form
- Ability to deal with problems involving several concrete variables in standardized situations
- Knowledge of human resources, spreadsheet, contact management and word processing software

**Experience:**

- A minimum of seven years of legal experience in labor and employment law and education law
- A license to practice law in the State of Missouri and active state bar membership is (required)
- Experience representing clients in employment litigation and mediation is (preferred)
- Experience in representing educational institutions and familiarity with education and public sector labor and employment law (preferred)
- Experience representing clients before federal or state agencies charged with enforcing labor and employment laws, or experience as a judicial clerk is (preferred)
- Demonstrated experience conducting employee related discrimination investigations, conducting public employee dismissal hearings, drafting responses to administrative charges and developing and implementing employment policies and procedures is (required)

**Education:**

- A Jurist Doctor (JD) Degree from an accredited law school

**Physical Requirements:**

- Must be physically able to operate a motor vehicle
- Must be able to exert up to 10 pounds of force occasionally, and/or a negligible amount of force constantly to lift, carry, push, and pull or otherwise move objects, including the human body
- Light work usually requires walking or standing to a significant degree
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**Working Conditions and Environment:**

- Work is routinely performed in a typical interior/office environment
- Very limited or no exposure to physical risk



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**Disclaimer:**

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

**Review/Approvals:**

_____ Employee	_____ Date	_____ Immediate Supervisor	_____ Date
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_____ Human Resources	_____ Date
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***In connection with hiring for this position the district shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, sexual orientation, age, disability, veteran status or national origin.***