

## GENERAL COUNSEL

### DEFINITION

Coordinates the District's legal affairs, conducts litigation for the District, and participates in trials related to matters of major importance to the educational program.

### TYPICAL DUTIES

Administers the preparation and conduct of litigation authorized by the Board of Education, including the preparation of pleadings and negotiations between parties, and authorizes settlements within settlement authority.

Represents the District in all certificated and classified disciplinary hearings.

Represents District employees at hearings where criminal or civil charges are sought against employees, when such charges arise out of the performance of the employee's duties.

Prepares written opinions and conducts independent research concerning legal relationships, duties, obligations, and rights, and the policies, programs, and projects of the Board of Education and Office of the Superintendent of Schools.

Provides legal advice and assistance to the Superintendent of Schools in order that the responsibilities of the office may be legally carried out.

Serves as a resource person to the Superintendent of Schools and division heads regarding changes in administrative policy and the screening, planning, development, appraisal, and interpretation of legally-related phases of new or special projects or programs.

Anticipates the legal effect of emerging programs and projects, and provides legal support for both educational and administrative programs proposed by the Board of Education and by the Superintendent of Schools.

Supervises the conduct of investigations into charges that legal requirements or Rules of the Board of Education or the Personnel Commission have not been followed in connection with employer-employee relations.

Advises and assists the Board of Education and the Superintendent of Schools in the drafting of rules, regulations, resolutions, legal forms, and other documents.

Drafts and prepares amendments to proposed and existing legislation, other than matters of concern to the Budget Services and Financial Planning Division.

Analyzes legislative bills which affect the operation of the school system.

Develops and revises the District Handbook on Emergency Legal Procedures (H.E.L.P.), on an annual basis when funding permits.

Prepares required reports and special reports as requested.

Evaluates the performance of subordinate personnel.

Performs related duties as assigned.

### DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

The General Counsel is the chief legal officer of the District responsible for administering the legal activities of the District's legal staff and outside legal firms.

The Deputy General Counsel administers the day-to-day activities of the Office of the General Counsel and acts for the General Counsel in case of absence.

### SUPERVISION

Administrative direction is given to the Deputy General Counsel. General direction is exercised

over lower-level legal and support staff personnel.

## CLASS QUALIFICATIONS

### Knowledge of:

- Provisions of the Education Code, Government Code and other laws, rules, and regulations related to the activities of the Office of the General Counsel
- Administrative organization of the Los Angeles Unified School District
- Basic concepts and applications of electronic data processing
- Principles of public relations
- Principles of training, employee evaluation, employee relations, and progressive discipline
- Methods of legal research and computer and legal software applications

### Ability to:

- Demonstrate strong leadership skills
- Work effectively with legal and nonlegal staff, outside legal contacts, and the community
- Develop and build consensus and resolve conflicts
- Train legal staff
- Organize work effectively and efficiently
- Demonstrate strong research and writing skills
- Demonstrate computer literacy
- Understand and administer a budget
- Understand broad concepts and integrate legal input into major District policy decisions

## ENTRANCE QUALIFICATIONS

### Education:

A baccalaureate from a recognized college or university and a Juris Doctor degree or equivalent from an American Bar Association accredited institution.

### Experience:

Ten years of experience as a practicing member of the Bar. Experience in education law is desirable but not required.

### Special:

- Authorization to practice law in California by the California State Bar Association.
- A valid California Driver License.
- Use of an automobile.

## SPECIAL NOTE:

### Senior Management Position

An employee in this class may be subject to the reporting requirements of the District's Conflict of Interest Code.

This class description is not a complete statement of essential functions, responsibilities, or requirements. Requirements are representative of the minimum level of knowledge, skill, and/or abilities. Management retains the discretion to add or to change typical duties of a position at any time.