



The School District of Lee County

Job Description

JOB TITLE: Attorney, Staff (Academic and Student Services)

FLSA STATUS:	Exempt	PAY GRADE:	Contract
SALARY SCHEDULE:	Administrator	JOB CODE:	101805
BARGAINING UNIT:	Non-bargaining	DAYS PER YEAR:	Contract
WORKER'S COMP CATEGORY:	9101 - All Other		

MAJOR FUNCTION:

Provide legal services and guidance to the Superintendent and District administration related to educational equity issues and services. Review and negotiate contracts related to academic operations.

MINIMUM QUALIFICATIONS:

- Doctor of Jurisprudence from an accredited law school.
- Member in good standing of the Florida Bar.
- Admitted or eligible for admission to the bar of the United States Federal District Court for the Middle District of Florida.
- Three (3) years of experience as a practicing attorney with two (2) years of experience in public education law.

Such alternatives to the above qualifications as the Board may find acceptable.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of regulations pertaining to Title IX, Americans with Disabilities Act (ADA), Individuals with Disabilities Education Act (IDEA), educational equity and access, and student discipline.
- Knowledge of the Sunshine laws, including public meetings and public record laws.
- Ability to represent the District in complex litigation, administrative proceedings, and arbitrations.
- Oral and written communication skills.
- Ability to work with and lead diverse groups of people.
- Knowledge of and experience with industry-standard computer applications.

REPORTS TO: Chief Legal Counsel

ESSENTIAL JOB FUNCTIONS:

- Provide legal services and guidance to the Superintendent and District administration related to educational equity issues and services.
- Receive complaints and respond to issues of educational equity from students, employees, and the general public; investigate complaints and work to resolve issues.



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- Prepare position statements and other documentation for submission as related to complaints filed against the District; maintain a database related to the same.
- Complete the Annual Equity Act Update and ensure timely submittal to the Florida Department of Education; serve as the point of contact for District administrators in relation to responding to this report.
- Provide legal guidance to District staff regarding requests for reasonable accommodation under the ADA.
- Assist Human Resources, Professional Standards, and Labor Relations in ensuring compliance with statutory and regulatory requirements as they relate to antidiscrimination laws and policies.
- Assist with organizational initiatives aimed at advancing inclusivity, gender equity, and opportunities for individuals from traditionally under-represented populations.
- Perform and promote all activities in compliance with the Student Code of Conduct; attend attorney meetings, mediations, arbitrations, depositions, court and administrative hearings, and trials.
- Perform and promote all activities in compliance with student enrollment policies and procedures; assist and provide guidance to Student Enrollment on issues related to student custody.
- Perform and promote all activities in compliance with Exceptional Student Education policies and procedures and the Individuals with Disabilities Education Act (IDEA).
- Develop, recommend changes, and assist in updating educational equity and other applicable federal and state policies and procedures as needed.
- Ensure compliance with publication notices and updates.
- Conduct applicable inservice training on legal issues for the District.
- Provide quarterly reports to the Chief Legal Counsel on pending litigation.
- Maintain confidentiality of privileged attorney-client matters.
- Practice and maintain high standards of ethics, honesty, and integrity in all professional matters.
- Follow all District policies and procedures.

OTHER JOB FUNCTIONS:

- Attend staff meetings and participate in conferences and other trainings to enhance job performance.
- Seek out professional development opportunities and maintain professional licensure and certifications.
- Promote the District's interest in increasing student achievement by working with the educational interests of students in mind at all times.
- Maintain positive communication with colleagues, community members, parents, and students to promote an increase in community engagement in education.
- Support the retention of Highly Effective and Effective employees by exhibiting professionalism and making positive contributions to workplace morale.



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- Promote a culture of high performance and continuous improvement by valuing learning and making a commitment to quality.

EXERTION TYPE:

- Light work. Position requires exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects.

OTHER PHYSICAL REQUIREMENTS:

The following selected physical activities are required to perform the essential functions of this position.

The physical requirements of this position. (Please check all boxes that apply)		
Physical Requirement	Description	Percent of Time
<input checked="" type="checkbox"/> Balancing	Maintaining body equilibrium to prevent falling and walking, standing or crouching on narrow, slippery, or erratically moving surfaces. This factor is important if the amount of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.	10%
<input checked="" type="checkbox"/> Climbing	Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like, using feet and legs and/or hands and arms. Body agility is emphasized. This factor is important if the amount and kind of climbing required exceeds that required for ordinary locomotion.	10%
<input checked="" type="checkbox"/> Crawling	Moving about on hands and knees or hands and feet.	10%
<input checked="" type="checkbox"/> Crouching	Bending the body downward and forward by bending leg and spine.	10%
<input checked="" type="checkbox"/> Feeling	Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.	80%
<input checked="" type="checkbox"/> Finger Dexterity	Picking, pinching, typing or otherwise working, primarily with fingers rather than with the whole hand as in handling.	90%
<input checked="" type="checkbox"/> Grasping	Applying pressure to an object with the fingers and palm.	80%
<input checked="" type="checkbox"/> Hearing	Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discriminations in sound.	100%
<input checked="" type="checkbox"/> Kneeling	Bending legs at knee to come to a rest on knee or knees.	10%
<input checked="" type="checkbox"/> Lifting	Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. This factor is important if it occurs to a considerable degree and requires substantial use of upper extremities and back muscles.	10%
<input checked="" type="checkbox"/> Pulling	Using upper extremities to exert force in order to draw, haul, or tug objects in a sustained motion.	10%
<input checked="" type="checkbox"/> Pushing	Using upper extremities to press against something with steady force in order to thrust forward, downward, or outward.	10%



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<input checked="" type="checkbox"/> Reaching	Extending hand(s) and arm(s) in any direction.	10%
<input checked="" type="checkbox"/> Repetitive Motion	Substantial movements (motions) of the wrists, hands, and/or fingers.	80%
<input checked="" type="checkbox"/> Seeing	The ability to perceive the nature of objects by the eye.	100%
<input checked="" type="checkbox"/> Sitting	Particularly for sustained periods of time.	90%
<input checked="" type="checkbox"/> Standing	Particularly for sustained periods of time.	10%
<input checked="" type="checkbox"/> Stooping	Bending body downward and forward by bending spine at the waist. This factor is important if it occurs to a considerable degree and requires full motion of the lower extremities and back muscles.	10%
<input checked="" type="checkbox"/> Talking	Expressing or exchanging ideas by means of the spoken word. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.	80%
<input checked="" type="checkbox"/> Walking	Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.	20%

TERMS OF EMPLOYMENT:

Twelve month year. Salary as established by the Board.

JDE NUMBER: A-16.04

BOARD ADOPTION: 10-7-19

REVISIONS: COMPENSATION & LABOR RELATIONS WILL COMPLETE

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Every job duty in a job description need not always be specifically described, and any omission does not preclude the required performance of all duties that are job related.