



Little Rock School District

JOB DESCRIPTION

Position Title: Staff Attorney

Prepared Date: 04/15/2022

JOB GOAL:

To render legal services and advise the Superintendent of Schools and Little Rock School (LRSD) staff on all legal matters relating to the operations of the District (e.g. administrative procedures, public employment, contracts, bids, construction, real property, student rights, general public education law, special education law, juvenile court etc.) for the purpose of ensuring all activities are conducted according to all laws and regulations. On behalf of the Superintendent, the Staff Attorney will serve as primary contact and accessibility for LRSD's assigned law firm (knowledgeable and experienced back-up attorneys familiar with LRSD and school law), and all other attorneys regarding legal issues.

TERMS OF EMPLOYMENT:

Twelve (12) month (245 days) contracts, Pay 802 Grade 29, plus Benefits Package. NOTE: Precise placement within the salary range will be determined based upon education and experience. **FLSA:**
Non-Exempt

QUALIFICATIONS:

1. Law degree from an approved accredited law school.
2. Member of the Arkansas Bar in good standing and authorized to practice law in the state of Arkansas or meet the requirements for Certification of Eligibility to practice law in the state of Arkansas.
3. At least 5-10 years successful legal experience in the practice of law, including substantial responsible experience for a large urban public jurisdiction required. Experience in a K-12 public school setting is preferred. Experience in school law is required.
4. Excellent writing skills, as well as experience and expertise in negotiation and mediation practices. Exceptional communication ability, both written and oral (with individuals and groups).
5. Updated and current knowledge of the principles and practices of school laws, in particular, knowledge and understanding of federal, state, and local laws, as well as, regulations and court decisions applicable to K-12 education as related to LRSD preferred.

ESSENTIAL DUTIES & RESPONSIBILITIES:

The following statements of duties and responsibilities are intended to describe the general nature and level of work being performed by individuals assigned to this position. These statements are not intended to be an exhaustive list of all duties and responsibilities required of all personnel within this position.



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1. Represents administration in due process hearings, grievance hearings, and School Board administrative procedures for the purpose of ensuring all laws, policies, and regulations are followed or coordinates with outside counsel representing the district in such matters.
2. Prepares and conducts litigation and administrative law hearings as directed by the school board, including, but not limited to, the preparation of all pleadings, trial and appellate briefs, negotiation between parties, the conduct of trial and hearings at the level of original jurisdiction or on appeal, and all other court or hearing appearances in order to most effectively represent the interests of the district as assigned.
3. Provides legal assistance in the drafting of legal documents, contracts, resolutions, applications, and all other legal or quasi-legal papers upon request.
4. Administers all Freedom of Information related matters and provides hands-on assistance in completion of related tasks.
5. Coordinates and provides in-service training on legal matters for the purpose of keeping administrators informed of the latest changes in the laws and to prevent errors in the application of the law.
6. Coordinates with other government agencies for the completion and purpose of ensuring compliance with state and federal procedures and mandates.
7. Coordinates work performed by outside counsel (e.g. gathers evidence, does research, interprets policies and procedures, interviews staff, etc.) for the purpose of ensuring outside counsel has the information and material available to advise and defend the district.
8. Prepares reports (e.g. periodic litigation reports, expense reports, etc.) for the purpose of documenting activities, providing written reference and/or conveying information. Develops and maintains record system for the purpose of ensuring documentation and interpretation of legal matters affecting LRS.
9. Provides advice and hands-on assistance to the Superintendent and staff regarding all matters of student discipline involving suspensions, student appeals, compliance with exceptional student education mandates, and certified and classified discipline and terminations for the purpose of ensuring all laws, regulations, and policies are strictly followed.
10. Recommends changes in policies and procedures for the purpose of ensuring compliance with applicable federal and state laws and Department of Education regulations, as well as, assisting the Board in reviewing and revising Board policies.
11. Performs other related duties as assigned. Must be present at all board meetings and attend other meetings outside the regular business day and/or regular work hours when requested by the Superintendent and/or School Board.

Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the incumbent will possess the abilities or aptitudes to perform each duty successfully. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Mental Functions, Physical Requirements, and Working Conditions:

While performing the duties of this job, the employee is regularly required to sit, stand, walk, go up and down stairs, operate foot and hand controls, and use a telephone and write. Occasionally the employee



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must lift and/or move up to twenty (20) or more pounds. This position requires accurate perceiving of sound, near and far vision, depth perception, handling and working with educational materials and/or objects, and providing oral information. Must have the ability to work for the duration of the daily contracted time period, and to be physically present and at assigned work, with only infrequent unexcused absences, during the contract year. Additional technical skills, knowledge, and abilities may be recommended by immediate supervisor and approved by the Human Resources Director.