

## TRENTON BOARD OF EDUCATION

### JOB DESCRIPTION

#### Board Counsel/ Public Information Officer

##### QUALIFICATIONS:

1. Law degree required.
2. Expertise in all matters pertaining to school law issues.
3. Vast knowledge of NJ public employment labor-relations laws.
4. Expertise in contract negotiations, mediation, fact finding, arbitration, grievance procedures and contract negotiations.
5. Minimum of ten years experience in Education.

**REPORTS TO:** Superintendent

##### JOB GOAL

To provide legal counsel to the Superintendent, the leadership team and district administration on all legal matters as required.

To serve as the District's Spokesperson directing all public communications with media.

**SUPERVISES:** Personnel as assigned.

##### PERFORMANCE RESPONSIBILITIES:

1. Serves as the District Spokesperson for all matters related to public relations, mass media, and crisis management.
2. Provides oversight for the development of media outreach and social networking outlets.
3. Serves as Legal Counsel, directs and supervises the district's legal affairs.
4. Serves as the Hearing Officer for all labor related grievances, as the representative of the Superintendent.
5. Ensures the implementation of all grievances and makes monthly reports to the Superintendent regarding compliance and non-compliance with grievance decisions.

6. Provides ongoing Professional Development for the Leadership Team, District and Building level administrators regarding the collective bargaining agreements, labor law compliance issues, and other legal matters as directed by the Superintendent.
7. Represents the district upon request of the Superintendent in the office of administrative law, arbitrations, and PERC.
8. Advises the Superintendent, leadership team and district administrators in all matters of a legal or technical nature relating to the interpretation of statutes, charters, ordinance or contracts.
9. Conducts investigates and/or directs investigations to be conducted by the legal department as requested by the Superintendent.
10. Coordinates all legal matters with the Outside Counsel, Superintendent, Business Administrator and the leadership team.
11. Provides or obtains legal assistance in the drafting of legal documents, rules and regulations, applications, and all other legal or quasi-legal papers upon request.
12. Provides legal oversight of contract and rfp reviews.
13. Provides oversight for any and all outside attorney representing the district, including review of any bills submitted for legal work conducted on behalf of the district.
14. Cooperates with Board Attorneys and provides input regarding pending litigations and maintains an on-going dialogue with attorneys on all legal matters.
15. Provides oversight for the development and updating of all Board Policies through the Legal Department.

**TERM OF**

**EMPLOYMENT:** Twelve (12) months

**BARGAINING UNIT:** Confidential

**SALARY:** In accordance with experience.

**STATUS:** Hourly \_\_\_\_\_ Salaried  X   
Exempt \_\_\_\_\_ Non-Exempt \_\_\_\_\_

**EVALUATION:** Performance of this position will be evaluated in accordance with Board's policies.

**BOARD APPROVAL:** May 31, 2016