



EAST BATON ROUGE PARISH SCHOOL SYSTEM

Job Title: General Counsel/Staff Attorney

Reports To: Immediate Supervisor

Prepared By: The Division of Human Resources

Board Approved Date:

Pay Grade Range: Contractual

Summary: An executive staff member performing all legal services for the school system related to contracts, employee relations, hearings, litigation, and special projects. Provides legal advice related to school system operations to the superintendent of schools and administrative staff.

Essential Duties and Responsibilities:

- Prepares and render legal opinions regarding impending and enacted legislation, policies, rules and regulations
- Prepares and render legal opinions related to the School System Educational Plan
- Prepares contracts and/or review contracts related to employment, construction, real estate closings, leases, inter-agency agreements and render legal advice on the development of same
- Provides legal advice concerning due process, elections, and meetings
- Acts as consultant and advisor to the Superintendent of Schools, department heads, administrators, and other staff on matters pertaining to the formulation and execution of policy
- Provides legal advice concerning wage and hour administration, worker's compensation, leaves of absence of all types, and employee contract administration
- Attends and provide legal advice at meetings and workshops as the Superintendent may request
- Provides legal assistance to administrative staff in the preparation of all legal and quasi-legal documents including legislation proposed by the Superintendent
- Testifies before legislative committees on legislation proposed by the Superintendent or on legislation affecting the school system when requested by the Superintendent
- Serves as the gatekeeper on all support or associated legal services related to on-going or anticipated litigation including all areas of risk



management, administrative hearings, special projects, referrals to employee relations and make referrals to other legal firms as appropriate

- Attends seminars and workshops on school law and give lectures on school law to teachers, principals, supervisors and other administrative staff when requested by the Superintendent

Other Duties:

Other duties as assigned that are related to the functions of the position.

Essential Functions/Qualifications/Requirements:

Successful experience as a staff attorney and/or in private practice, individually and/or with a Louisiana legal firm. Knowledge of Louisiana statutes and public school law.

Education and Experience:

Juris Doctorate from an accredited law school. Must be licensed to practice in the State of Louisiana.

Work Environment Conditions:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Professional Conduct:

The Employees are required to maintain a high standard of professional conduct. Breach of said professional conduct includes, but is not limited to, neglect of duty, dishonesty, engagement in acts that are contrary to East Baton Rouge Parish School System policy, unlawful activities, or any other conduct which is seriously prejudicial to the school system.

Technological Abilities:

To perform this job successfully, an individual must be proficient in general use of a computer, the use of Email as a form of communication, and other job-specific equipment, software, and/or applications.



Note: New employees coming to EBRPSS/current employees new to a position, must use the Verifent website to verify qualifying years of experience (outside of EBRPSS) aligned to the job description. All new employees to the district/current employees new to a position will receive 0 years of experience aligned to the job description until the verification of previous experience aligned to the job description is received.

[Verifent Link](#)

Experience verifications must be received in the Office of Human Resources within the first 6 months of employment in order to be eligible for a retroactive payment.