



Job Title: General Counsel

Exemption Status: Exempt

Reports to: Superintendent

Date Revised: March 2026

Dept./School: General Counsel

Grade Pay: 114

Primary Purpose:

Provide in-house legal support services to the Superintendent, designated staff, and the Board of Trustees by providing legal opinions, legal interpretations, and recommendations to the Board of Trustees and district administration, and ensure the District maintains compliance with local, state, and federal regulations.

Qualifications:

Education/Certification:

- Doctor of Jurisprudence degree from an accredited university
- Licensed to practice law in the State of Texas, in good standing

Experience:

- Minimum of three (3) years of litigation experience and/or experience in the public or private sector with school law, administrative, or government law

Special Knowledge/Skills:

- Knowledge of local, state, and federal laws, regulations relating to public education law, employment law, contract law, and related issues affecting a school organization
- Strong organizational, communication, and interpersonal skills are required to achieve the goals of the position
- Ability to anticipate, manage, analyze, evaluate, and summarize legal issues and findings, and to present the legal problems, findings, and recommendations clearly and concisely to District personnel and other individuals or at proceedings
- Skills to represent the District in negotiations with vendors, contractors, and other entities
- Ability to analyze complex legal issues; manage multiple projects/programs; problem solve; and use technology
- Ability to analyze and solve legal problems and interpret laws, policies, and procedures affecting the District
- Ability to work independently and as a team member
- Ability to represent the District in administrative hearings before the Board of Trustees

Major Responsibilities and Duties:

Legal Representation

1. Advise the superintendent, staff, and board on legal matters, including personnel and student issues and compliance with the Public Information Act.
2. Draft, review, and revise legal documents.
3. Attend board meetings and other administrative meetings to provide legal counsel.
4. Coordinate legal services provided by outside law firms.
5. Serve as the district's hearing officer for applicable student and employee grievances, complaints, and appeals as required by policy.

Legal Oversight

6. Comply with policies established by federal and state law, State Board of Education rules, and local board policy, and serve as the district's compliance officer.
7. Monitor and interpret the impact of proposed or enacted legislation.
8. Coordinate responses to investigations by the Texas Education Agency, U.S. Department of Education Office for Civil Rights, and other administrative or regulatory agencies.
9. Monitor compliance with the Texas Open Meeting Act and competitive procurement and purchasing requirements.
10. Provide legal training to departments and campuses regarding investigations, grievances, custody matters, legal subpoenas, and new legislation.

Policy and Reports

11. Assist in the formulation and execution of policies, regulations, and review materials for publication in handbooks.
12. Collaborate with departments to ensure administrative regulations are developed and maintained in an organized manner that is accessible to all staff.
13. Compile, maintain, file, and present all reports, records, and other documents as required.
14. Follow district safety protocols and emergency procedures.

Employee Relations

15. Direct and oversee the Employee Relations department that is responsible for the oversight and management of all employment-related investigations, grievances, termination or non-renewal, misconduct, and employee discipline. Collaborate with Human Resources and Legal to proactively create and promote conflict resolution strategies and employee well-being programs

Communication

16. Conduct professional development and training, including preparing training materials for staff and board members.

Other:

17. Perform all other duties as assigned.

Supervisory Responsibilities:

Supervise and evaluate the work of assigned support staff.

Mental Demands/Physical Demands/Environmental Factors

Tools/Equipment Used: Standard office equipment, including a personal computer and peripherals

Posture: Occasional bending/stooping, pushing/pulling, and twisting; work in tiring and uncomfortable positions

Motion: Frequent driving, walking, climbing, grasping, squeezing, wrist flexion/extension, and overhead reaching

Lifting: Heavy lifting and carrying (45 pounds and over) daily

Environment: Work outside and inside on slippery or uneven walking surfaces; frequent exposure to extreme hot and cold temperatures, dust, toxic chemicals and materials, noise, vibration, and electrical hazards; work around machinery with moving parts; may work in tight or enclosed spaces; may work alone; regularly work irregular hours; occasionally work prolonged hours

Mental Demands: Work with frequent interruptions; maintain emotional control under stress

This document describes the general purpose and responsibilities assigned to this job. It is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by _____ Date _____

Received by _____ Date _____