



**Board of Education of the City of St. Louis**  
**CAREER OPPORTUNITY**

---

<b>Position Title:</b>	General Counsel - Chief Legal Officer
<b>Payroll/Personnel Type:</b>	12 Month
<b>Job #:</b>	8853
<b>Reports to:</b>	Superintendent of Schools
<b>Shift Length:</b>	8 Hour Day
<b>Union Eligibility:</b>	Not Eligible
<b>Starting Salary:</b>	\$195,000

**Position Summary:**

The Chief Legal Officer will serve as General Counsel of St. Louis Public Schools, providing senior management with effective advice on strategies and their implementation, managing the legal function, and overseeing the work of outside counsel. The Chief Legal Officer serves as the primary advisor on governance matters and serves as the primary legal advisor/representative of the District. The Chief Legal Officer ensures the effective delivery of strategic governance, legal and regulatory compliance, and public/government relations of the District. As a member of the senior management team, the Chief Legal Officer serves as a highly visible representative of the school district and a participant in all major policy discussions. In addition, the Chief Legal Officer:

- Provides legal advice to the Board, the Superintendent, and the District senior leadership team on legal issues, including general public education law, special education law, labor and employment law, litigation and claims, contracts, bids, construction, real property, and charter school law;
- Manages and supervises the District Legal Office, including the Labor Relations Department and the District's Board Office; and
- Protects and preserves the legal, ethical, and financial stability of the District.

**Key Responsibilities**

**Legal Compliance:**

- Provide legal expertise, information, and assistance to the Board and the Superintendent on issues including Board Governance, the Public Meeting Laws, the Public Records Act, Missouri Education Law, Education Law, and public meeting protocols. Advise on legal aspects of the District's financing, including assessing and advising on current and future business structures and legal entities.
- Confer with, advise, and render legal opinions to the District as may be requested as well as on a proactive basis to assure that the District complies with all laws.
- Assist with preparing and revising the district's written response to complaints and claims of discrimination filed with the Missouri Human Rights Commission, the Equal Employment Opportunity Commission, the Office for Civil Rights of the U.S. Department of Education, and/or represent the district before the state or federal agencies

**Risk Management:**

- Identify and manage the District's legal risks, ensuring that the District has the appropriate risk management strategies in place.
- Evaluate cases and, when necessary, recommend outside counsel if specific skills and/or expertise are needed and retaining legal specialists is needed.



**Board of Education of the City of St. Louis**  
**CAREER OPPORTUNITY**

---

- Monitor the quality of the work of outside counsel and review and approve billings from outside counsel.

**Contract Management:**

- Oversee the drafting and negotiation of all company contracts, including supplier, customer, and employment agreements.
- Ensure that contracts comply with all statutory or regulatory requirements.
- Recommend appropriate course of action based on analysis of applicable statutes and regulations affecting public education.

**Human Resources and Employment Law:**

- Advise on employment-related matters, including hiring, training, evaluations, promotions, and terminations.
- Advise supervisors and administrators on employment matters and claims including employee discipline and termination, employment discrimination, wage issues, family leave, and state and federal compliance (e.g., ADA, ADEA, Title VII, FMLA, FLSA, etc.)
- Remain current regarding developments in school law. Review and interpret laws, regulations, legislation, rules, and other guidelines and present the information to the District staff.

**Policy Development and Training:**

- Conduct in-service training programs for administrative personnel regarding legal issues, new legislation, and court decisions to ensure that the administrative staff is appropriately trained and knowledgeable of all compliance requirements, policies, regulations, and best practices.
- Assists in developing and conducting staff training sessions and workshops concerning the requirements of school law and board policy, including but not limited to employment/student discrimination, student privacy, special education, and other school law-related topics

**Knowledge, Skills, and Abilities:**

- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, procedure manuals, and documents pertinent to personnel files
- Ability to write routine reports and correspondence
- Ability to speak effectively before groups of customers, external organizations, and/or colleagues
- Ability to perform general office duties such as typing and operating office machines
- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common, fractions, and decimals
- Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, and percentages
- Ability to compound rate, ratio, and percent and ability to draw and interpret bar graphs
- Ability to apply common sense understanding to carry out instructions in written, oral, or diagram form
- Ability to deal with problems involving several concrete variables in standardized situations
- Knowledge of human resources, spreadsheets, contact management, and word-processing software

**Experience:**



**Board of Education of the City of St. Louis**  
**CAREER OPPORTUNITY**

---

- A minimum of seven years of legal experience in labor and employment law and education law
- A license to practice law in the State of Missouri and active state bar membership is (required)
- Experience representing clients in employment litigation and mediation is (preferred)
- Experience in representing educational institutions and familiarity with education and public sector labor and employment law (preferred)
- Experience representing clients before federal or state agencies charged with enforcing labor and employment laws, or experience as a judicial clerk is (preferred)
- Demonstrated experience conducting employee-related discrimination investigations, conducting public employee dismissal hearings, drafting responses to administrative charges, and developing and implementing employment policies and procedures is (required)

**Education:**

- A Jurist Doctor (JD) Degree from an accredited law school

**Physical Requirements:**

- Must be physically able to operate a motor vehicle
- Must be able to exert up to 10 pounds of force occasionally, and/or a negligible amount of force constantly to lift, carry, push, and pull or otherwise move objects, including the human body
- Light work usually requires walking or standing to a significant degree

**Working Conditions and Environment:**

- Work is routinely performed in a typical interior/office environment
- Very limited or no exposure to physical risk

**Disclaimer:**

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

**Review/Approvals:**

\_\_\_\_\_  
Employee Date  
Immediate Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Human Resources Date

***In connection with hiring for this position, the district shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, sexual orientation, age, disability, veteran status, or national origin.***