



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

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

Position Summary:

The General Counsel is a strategic leader and trusted advisor responsible for overseeing the legal and compliance functions of Saint Louis Public Schools (SLPS). The General Counsel is responsible for legal services to the Board of Education and for providing legal counsel to the Superintendent of Schools. The General Counsel's client is the Board of Education, working with the Superintendent to ensure that SLPS remains in compliance with applicable laws and regulations.

The General Counsel must possess knowledge of (a) Constitutional law as it relates to public schools, (b) Missouri law as it relates to SLPS, (c) other federal and state statutes pertaining to public schools, and (d) regulatory powers, limitations thereon, authority, and responsibilities of the Board of Education. To fulfill these responsibilities, the General Counsel must have a working knowledge of SLPS and the policies of the Board of Education. This role will focus on and oversee legal matters related to employee relations, unemployment, workers' compensation, labor laws, litigation, and student discipline and Title IX while ensuring the district operates in compliance with local, state, and federal regulations. The General Counsel leads the legal team, provides advice to senior leadership and the Board of Education, manages legal risks, and represents SLPS in legal matters. The role is integral to fostering ethical decision-making, compliance, and the effective resolution of legal and governance issues.

Essential Functions:

- Oversees the preparation and rendering of legal opinions for the Board of Education, the Superintendent and SLPS administrative staff; provides legal advice in drafting of legal documents, rules and regulations, applications, and other documents upon request.

Legal Oversight and Compliance

- Provides technical legal expertise, information and assistance to the Board of Education and Superintendent of Schools, assists in formulating and developing policies and procedures or regulations to assure legal compliance; advises the Board of Education and the Superintendent of emerging legal trends affecting public schools, and recommends appropriate actions to avoid legal risk.
- Participates in the Superintendent's Cabinet; engages and participates in districtwide budget, business and educational initiatives, programs and operations planning while providing unique insights and perspectives, collaborates, recommends, and develops cross-functional team strategies designed to serve student, family, local constituent, and SLPS stakeholder needs.
- Attends and provides legal advice at regular meetings of the Board of Education and other meetings as the Board of Education or Superintendent directs.
- Provides legal guidance to SLPS leadership, ensuring compliance with labor laws, student discipline policies, and governance standards.
- Interprets and advises on district policies, regulations, and laws affecting public education.



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- Monitors changes in education, labor, and employment laws to ensure SLPS policies and practices remain compliant.
- Provides legal assistance in the drafting of legislation proposed by SLPS for presentation to the Missouri Legislature; interprets the impact of legislation on the interests of SLPS as such legislation is being considered by the legislature.
- Oversees the maintenance of files on policy action of the Board of Education and supervises the periodic revision of the rules and regulations of the Board of Education.
- Directs the preparation and maintenance of a variety of legal, narrative, and statistical reports, records and files related to personnel.

Litigation Management

- Oversees the preparation for litigation and/or administrative law hearings, and works with any defense counsel assigned by the District's liability insurance company as applicable, including (a) the preparation of pleadings, trial and appellate briefs; (b) negotiations between parties; (c) the conduct of trials and hearing at the level of original jurisdiction or on appeal, and (d) other court or hearing appearances to represent most effectively the interests of SLPS as such interests are interpreted by the Superintendent and/or Board of Education.
- Appears before federal, state and local courts and legislative bodies to present SLPS's position on issues pending before those entities in cases where SLPS is not represented by outside counsel.
- Develop strategies for managing disputes related to labor, employment, and student discipline.
- Assigns outside counsel to handle litigation matters as necessary; monitors and reviews the work performed by outside counsel.

Labor Relations

- Lead negotiations with unions, ensuring compliance with collective bargaining agreements.
- Provide legal advice on labor disputes, grievances, and other employee relations matters.
- Support Human Resources in drafting policies and procedures aligned with labor laws and district goals.

Student Discipline

- Collaborate with district administrators to ensure consistent and lawful application of student discipline policies.
- Review disciplinary actions involving legal implications and provide guidance on resolutions.
- Develop training programs for staff to ensure compliance with state and federal student discipline laws.

Team Leadership and Governance

- Manage and develop the legal team, fostering a culture of integrity, professionalism, and collaboration.
- Provide regular reports to the Board of Education and Superintendent regarding legal matters and risk management.
- Lead the development of training for staff on legal and compliance issues, including labor laws and student discipline.



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Risk Management

- Proactively identify and mitigate legal risks to the district.
- Develop policies and procedures to minimize exposure to legal challenges.
- Ensure effective documentation and reporting for risk assessment and compliance audits.
- Develops and prepares the annual preliminary budget for the legal division; analyzes and reviews budgetary and financial data; controls and authorizes expenditures in accordance with established limitations.

Knowledge, Skills, and Abilities:

Knowledge:

- Expertise in labor and employment law, student discipline regulations, and public education governance.
- Strong understanding of litigation strategies, risk management, and compliance frameworks.
- Familiarity with collective bargaining and union relations within the public sector.

Skills:

- Exceptional legal research, analytical, and problem-solving skills.
- Advanced written and verbal communication abilities, capable of presenting complex legal concepts clearly.
- Strong interpersonal skills for building collaborative relationships with diverse stakeholders.

Abilities:

- Demonstrated integrity, sound judgment, and ethical decision-making.
- Ability to manage multiple high-priority tasks under tight deadlines.
- Adept at navigating complex political and legal environments and driving organizational alignment.

Experience:

- A minimum of seven years of experience in labor and employment law, education law, and litigation (required).
- Proven experience representing public institutions or educational organizations (preferred).
- Demonstrated leadership in managing legal teams and guiding organizational compliance initiatives.

Education:

- Juris Doctor (JD) degree from an accredited law school (required).
- Active bar membership in the State of Missouri (required).

Physical Requirements:

- Must be physically able to operate standard office equipment.
- Light work involving walking, standing, and occasional lifting of up to 10 pounds.

Working Conditions and Environment:

- Primarily office-based with occasional travel to court, administrative hearings, or external meetings.
- Minimal exposure to physical risks.



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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.