

SANTA ROSA COUNTY SCHOOL DISTRICT, FLORIDA

SCHOOL BOARD ATTORNEY – OUTSIDE COUNSEL

Reports to:

Santa Rosa County School Board

Minimum Qualifications:

Law degrees from an accredited law school. Member in good standing of the Florida Bar and duly licensed and authorized to practice law in all courts of the State of Florida.

Preferred:

Five (5) or more years of successful experience as an attorney and experience in and knowledge of laws applicable to public K-12 school districts and contracts.

Function:

To provide direct, professional legal counsel and representation for the Superintendent, the staff, and the School Board on school district matters including but not limited to Governance, Finance, Property, Pupils, Employees, and Liability.

Duties and Responsibilities:

1. Attend all regular, special, and executive meetings of the Santa Rosa County School Board, except when excused by the School Board Chairperson or Superintendent.
2. Prepares legal opinions and other legal documents in a timely manner.
3. Prepares or reviews all contracts with the Board.
4. Reviews and assists in the preparation of Board policies.
5. Advises the Board and staff regarding the impact of current and pending federal and state legislation.
6. Assists with planning for the implementation of current legislation as it impacts the school district.
7. Advises the Board and staff regarding the impact of administrative judicial decisions upon the school district.
8. Advises the Board on all matters regarding Santa Rosa County Planning Board and Zoning Board applications and proposals which affect the operation of the school district.
9. Coordinates and assists with hearings before the School Board.
10. Advises administrative personnel regarding legal matters in the day-to-day operation of the school district.
11. Coordinates and assists in managing additional legal counsel.
12. Performs such other duties as may be directed by the Board or Superintendent.

Compensation:

Attorney fees and other terms of employment shall be subject to contract negotiation with the School Board.

Terms of Employment:

Twelve-month year, remuneration to be negotiated with the Board.

Evaluation:

Performance of this job will be evaluated annually by the Board and the Superintendent.