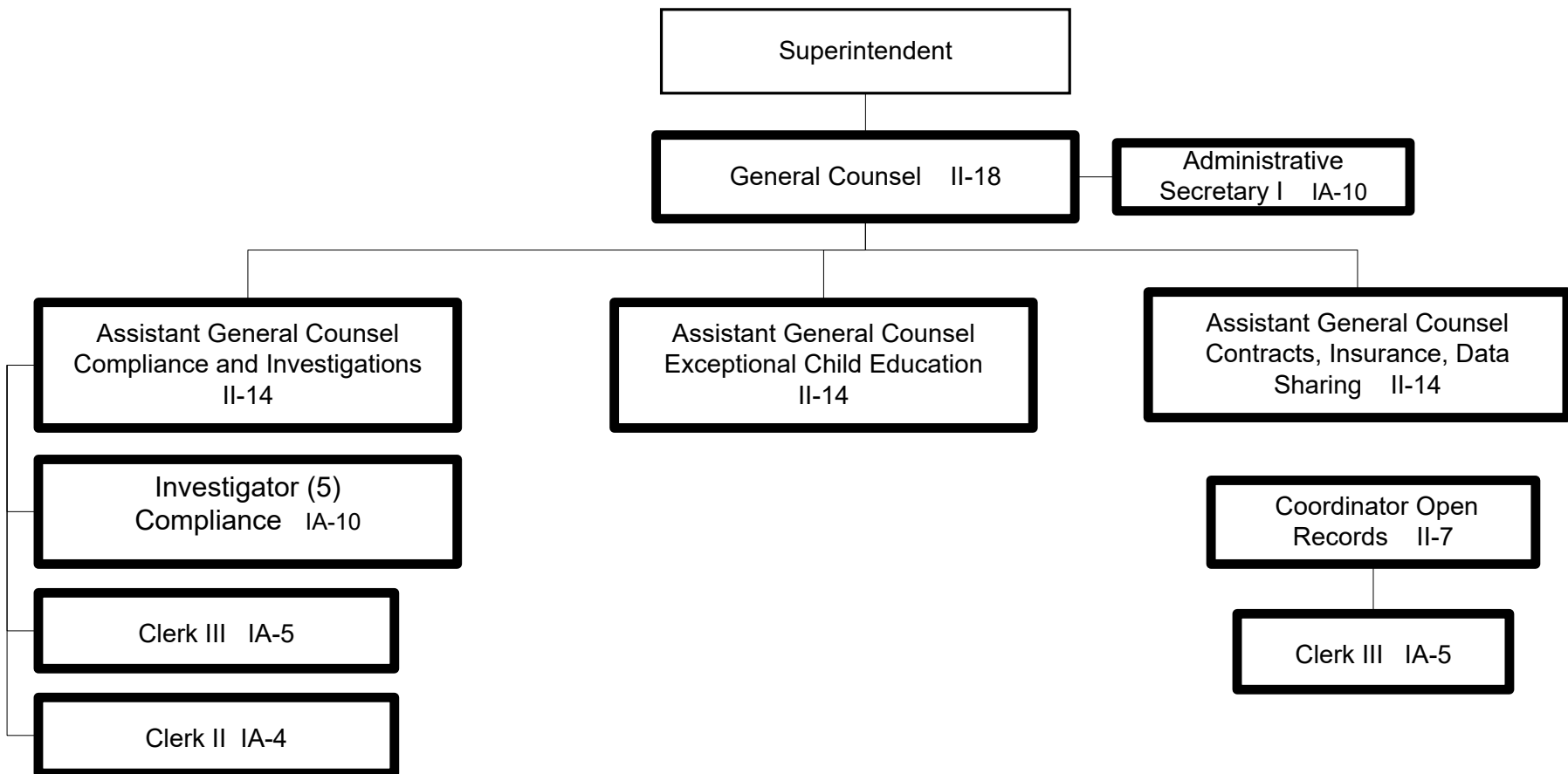


Summary:

General Fund Positions: 12 14
Categorical Fund Positions: 0

Submitted 5/14/2019 4/20/2021
Effective 7/1/2019 4/21/2021



Summary:

General Fund Positions: 14
Categorical Fund Positions: 0

Submitted 4/20/2021
Effective 4/21/2021



NEW: Submitted:
4/21/2021 4/20/2021

JOB TITLE:	ASSISTANT GENERAL COUNSEL EXCEPTIONAL CHILD EDUCATION
DIVISION	ADMINISTRATION
SALARY SCHEDULE/GRADE:	II, GRADE 14
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	
BARGAINING UNIT:	CLAS

SCOPE OF RESPONSIBILITIES

Assumes responsibility for assisting General Counsel with all legal matters related to the Jefferson County Public School District, focusing upon compliance with the Individuals with Disabilities Education Act (IDEA) and Section 504 of the Rehabilitation Act.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Coordinates work-plan and provision of legal services with the General Counsel and the Chief of Exceptional Child Education (ECE)

Provides legal advice to district staff upon request

Maintains up-to-date knowledge of changes to state and federal law regarding IDEA and Section 504, including coordinating with other district staff to ensure dissemination of legal requirements and best practice

Assists General Counsel in maintaining current docket of pending claims and status of litigation, assists the General Counsel in monitoring current litigation, and provides assistance to retained law firm when necessary

Reviews all IDEA related complaints, due process hearing requests and litigation, including representation of the district in administrative hearings, state court and federal court proceedings

Prepares updates and analyses of new education laws, and assists General Counsel in the interpretation of federal and state statutes affecting the school district

Attends depositions, hearings, Board meetings and meetings with staff as assigned by the General Counsel

Assists administrative staff with and coordinates legal processes concerning IDEA, Section 504 and other matters related to students with disabilities

Monitors district compliance and assists with implementation of any state or federal corrective actions related to IDEA and/or issued by state or federal authorities, including KDE, USED and OCR

Completes all trainings and other compliance requirements as assigned by the designated deadline

Performs other duties as assigned by supervisor

PHYSICAL DEMANDS

The work is primarily sedentary. The work at times requires bending, squatting, carrying, reaching with the ability to lift, carry, push or pull light weights. The work requires the use of hands for simple grasping and fine manipulations. The work requires activities involving driving automobile equipment.

MINIMUM QUALIFICATIONS

Law Degree and admission to the Kentucky Bar

Five (5) years experience in the field of education law.

Capable of accurate work and handling confidential matters.

Effective communication skills

DESIRABLE QUALIFICATIONS

Experience in IDEA, Section 504 and other federal education laws. Experience with administrative hearings under KRS Chapter 13B.
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Experience in a diverse workplace



NEW: Submitted:
4/21/2021 4/20/2021

JOB TITLE:	ASSISTANT GENERAL COUNSEL CONTRACTS, INSURANCE, DATA SHARING
DIVISION	ADMINISTRATION
SALARY SCHEDULE/GRADE:	II, GRADE 14
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	
BARGAINING UNIT:	CLAS

SCOPE OF RESPONSIBILITIES

Assumes responsibility for assisting General Counsel with all legal matters related to the Jefferson County Public School District, focusing upon open records, contracts, leases, MOAs, MOUs, data sharing agreements, and compliance with FERPA, PPRA, COPPA and other state and federal student privacy laws.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Coordinates and cooperates with purchasing, IT, schools and vendors to process education software workflow to ensure legal compliance and streamline approval process

Provides legal advice to district staff upon request

Maintains up-to-date knowledge of changes to state and federal law regarding student privacy and data privacy, including coordinating with other district staff to ensure dissemination of legal requirements and best practice

Assists General Counsel in maintaining current docket of pending claims and status of litigation, assists the General Counsel in monitoring current litigation, and provides assistance to retained law firm when necessary

Prepares and reviews policies, contracts, leases and other legal documents, including Interacting and negotiating with counsel for vendors/organizations related to contracts, MOAs, data sharing agreements and other documents

Prepares updates and analyses of new education laws, and assists General Counsel in the interpretation of federal and state statutes affecting the school district

Attends depositions, hearings, Board meetings and meetings with staff as assigned by the General Counsel

Assists administrative staff with and coordinates legal processes concerning contracts and open records

Assists General Counsel and/or the retained law firm with preparation for litigation and other hearings including arbitrations, and employee discharge tribunals

Supervises support personnel in the redaction, copying and organization of open record requests

Completes all trainings and other compliance requirements as assigned by the designated deadline

Performs other duties as assigned by supervisor

PHYSICAL DEMANDS

The work is primarily sedentary. The work at times requires bending, squatting, carrying, reaching with the ability to lift, carry, push or pull light weights. The work requires the use of hands for simple grasping and fine manipulations. The work requires activities involving driving automobile equipment.

MINIMUM QUALIFICATIONS

Law Degree and admission to the Kentucky Bar

Five (5) years experience in the field of education law.

Capable of accurate work and handling confidential matters.
Effective communication skills

DESIRABLE QUALIFICATIONS
Experience in contract law and the Kentucky Open Records Act.
Experience in a diverse workplace



NEW or
REVISED:
4/21/2021

JOB TITLE:	ASSISTANT GENERAL COUNSEL COMPLIANCE AND INVESTIGATIONS
DIVISION:	ADMINISTRATION
SALARY SCHEDULE/GRADE:	II, GRADE 14
WORK YEAR:	AS APPROVED BY BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	
BARGAINING UNIT:	CLAS

SCOPE OF RESPONSIBILITIES

Assumes responsibility for assisting General Counsel with all legal matters related to the Jefferson County Public School District, focusing upon compliance and investigations and labor/employment.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Coordinates work-plan and provision of legal services with the General Counsel

Provides legal advice to district staff upon request

Assists General Counsel in maintaining current docket of pending claims and status of litigation, assists the General Counsel in monitoring current litigation, and provides assistance to retain law firm when necessary

Coordinates investigations related to allegations of discrimination and misconduct

Provides technical assistance and guidance to staff on all equal employment opportunity issues; consults with administration to identify barriers to equal employment opportunity and their causes

Manages the complaint processing program; providing information to employees of all protected groups who believe they have been discriminated against

Monitors and administers activities related to compliance with Section 504 of the Rehabilitation Act of 1973, Title IX, Title II of the ADA and Title VI of the Civil Rights Act, including functioning as the district's Title IX Coordinator

Attends depositions, hearings, Board meetings and meetings with staff as assigned by the General Counsel

Makes presentations, conducts training seminars, negotiates settlements, and writes proposed decisions in complaint cases

Assists in developing plans, policies and programs to ensure affirmation action and equal opportunity/educational opportunities; implements the equal employment opportunity program and related programs

Assists administrative staff with and coordinates legal processes concerning labor and employment issues

Coordinates activities among investigations staff, Child Protective Services, court system, and other proper authorities

Interacts with parallel district offices, including security, internal audit, and outside counsel

Completes all trainings and other compliance requirements as assigned by the designated deadline

Supervises and evaluates all staff in Compliance and Investigations

Performs other duties as assigned by supervisor

PHYSICAL DEMANDS

The work is primarily sedentary. The work at times requires bending, squatting, carrying, reaching with the ability to lift, carry, push or pull light weights. The work requires the use of hands for simple grasping and fine manipulations. The work requires activities involving driving automobile equipment.

MINIMUM QUALIFICATIONS

Law Degree and admission to the Kentucky Bar

Five (5) years experience in the field of education law, or other comparable specialty

Capable of accurate work and handling confidential matters

Effective communication skills

DESIRABLE QUALIFICATIONS

Experience in labor and employment and other federal labor laws.

Experience in conducting personnel investigations.

Experience in a diverse workplace.