



**NEW:** 07/01/2019  
**REVISED:** 04/26/2023  
 Submitted: 06/11/2019  
 04/25/2023

JOB TITLE:	COORDINATOR <del>OPEN</del> LEGAL RECORDS
DIVISION	GENERAL COUNSEL
SALARY SCHEDULE/GRADE:	II, GRADE 7
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8133
BARGAINING UNIT:	CLAS

**SCOPE OF RESPONSIBILITIES**

Assumes responsibility for intake, ~~video preservation and litigation hold requests to JCPS.~~ analysis, and fulfillment of all open records requests, ~~gathers, evaluates, and redacts records for those requests, issues video preservation and litigation hold requests to JCPS departments, and assists with legal document and agreements review and tracking~~

**PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA**

- Assumes responsibility for intake and fulfillment of all open records requests to JCPS ~~and communicates with requestors, as needed, to interpret and/or clarify requests~~
- At the direction of Assistant General Counsel, ~~reviews and performs searches of electronic documents and information to collect files and associated metadata, filters collected information, and redacts for production~~
- Applies knowledge of state and federal laws as well as legal privilege to appropriately evaluate and redact records prior to production
- Monitors and meets all Open Records and litigation production deadlines
- Maintains General Counsel's electronic and hard copy contracts and agreements files
- Completes initial intake and assessment of documentation packages routed for legal review to ensure all necessary documentation and information is included and documents are routed for the appropriate level of approval
- Conducts initial proof-reading review of documents submitted for legal review
- Revises legal documents as requested and directed by Assistant General Counsel, and communicates and coordinates with appropriate departments regarding necessary revisions
- Assists with compiling, redacting, and preparing, and organizing exhibits for administrative hearings
- Responds to inquiries from staff throughout the District regarding the contracting and routing processes
- Maintains confidentiality and works with attorney client privileged materials
- ~~Responds to all requests within three (3) business days, as required by law; the response will include the records or request an extension if one is needed or warranted~~
- Coordinates with ~~Disseminates requests to~~ appropriate departments within JCPS, ~~compiles records, redacts records in accordance with Kentucky laws, and responds to requests in accordance with Kentucky laws court precedents, opinions from the Kentucky Attorney General and FERPA in order to identify and assemble records responsive to requests under the Open Records Act~~
- Coordinates ~~Works with internal and external~~ Departments ~~to compile documentation needed for the open records requests, video preservation and fulfillment of litigation holds~~ and external entities, including attorneys,

insurance representatives, and state agencies, to identify necessary information and assist with litigation discovery, insurance claim documentation, and litigation preservation holds
<del>Assists the General Counsel in evaluating issues related to open records, FERPA, video preservation, litigation holds and other District, State and Federal requirements related to public records</del>
Completes all trainings and other compliance requirements as assigned and by the designated deadline
<del>Evaluates staff as assigned</del>
Performs other duties as assigned by supervisor

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

MINIMUM QUALIFICATIONS
Bachelor's degree
<del>Extensive knowledge of Kentucky Open Records Open Meetings laws and the Family Education Rights and Privacy Act (FERPA)</del>
Effective communication skills

DESIRABLE QUALIFICATIONS
<del>Juris Doctorate (legal degree)</del>
Completion of an ABA approved paralegal studies program
<del>Kentucky law license in good standing with the Kentucky Bar Association</del>
<del>Two (2) years of experience as a practicing attorney</del>
Kentucky paralegal license in good standing with the Kentucky Paralegal Association
<del>Previous experience in assisting agencies with interpreting Kentucky Open Records Open Meetings laws and FERPA</del>
Previous experience fulfilling open records requests
Experience in diverse workplace



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JOB TITLE:	COORDINATOR LEGAL RECORDS
DIVISION	GENERAL COUNSEL
SALARY SCHEDULE/GRADE:	II, GRADE 7
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8133
BARGAINING UNIT:	CLAS

**SCOPE OF RESPONSIBILITIES**

Assumes responsibility for intake, analysis, and fulfillment of all open records requests, gathers, evaluates, and redacts records for those requests, issues video preservation and litigation hold requests to JCPS departments, and assists with legal document and agreements review and tracking

**PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA**

Assumes responsibility for intake and fulfillment of all open records requests to JCPS and communicates with requestors, as needed, to interpret and/or clarify requests

At the direction of Assistant General Counsel, reviews and performs searches of electronic documents and information to collect files and associated metadata, filters collected information, and redacts for production

Applies knowledge of state and federal laws as well as legal privilege to appropriately evaluate and redact records prior to production

Monitors and meets all Open Records and litigation production deadlines

Maintains General Counsel's electronic and hard copy contracts and agreements files

Completes initial intake and assessment of documentation packages routed for legal review to ensure all necessary documentation and information is included and documents are routed for the appropriate level of approval

Conducts initial proof-reading review of documents submitted for legal review

Revises legal documents as requested and directed by Assistant General Counsel, and communicates and coordinates with appropriate departments regarding necessary revisions

Assists with compiling, redacting, and preparing, and organizing exhibits for administrative hearings

Responds to inquiries from staff throughout the District regarding the contracting and routing processes

Maintains confidentiality and works with attorney client privileged materials

Coordinates with appropriate departments within JCPS in order to identify and assemble records responsive to requests under the Open Records Act

Coordinates with internal Departments and external entities, including attorneys, insurance representatives, and state agencies, to identify necessary information and assist with litigation discovery, insurance claim documentation, and litigation preservation holds

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

Performs other duties as assigned by supervisor

**PHYSICAL DEMANDS**

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

**MINIMUM QUALIFICATIONS**

Bachelor's degree

Effective communication skills

**DESIRABLE QUALIFICATIONS**

Completion of an ABA approved paralegal studies program

Kentucky paralegal license in good standing with the Kentucky Paralegal Association

Previous experience fulfilling open records requests

Experience in diverse workplace



**NEW:** REVISSED: Submitted:  
 07/01/2019 05/14/2019  
 07/01/2023 04/25/2023

JOB TITLE:	EXECUTIVE ADMINISTRATOR POLICY AND SYSTEMS
DIVISION	<del>ADMINISTRATION</del> GENERAL COUNSEL
SALARY SCHEDULE/GRADE:	II, GRADE 14
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8449
BARGAINING UNIT:	CLAS

**SCOPE OF RESPONSIBILITIES**

Assists the ~~Chief of Staff~~ General Counsel in efficiently and effectively maximizing and aligning the operational and administrative services in support of students; assists in the development and coordination of activities on the calendar; works to develop and promote a transparent two-way communication strategy; acts as a strategic consultant; acts as a sounding board for ideas.

**PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA**

- Acts as the representative of the ~~Chief of Staff~~ General Counsel and District ambassador to external constituencies as directed
- Works to solve problems and deal with issues
- Ensures information flows to and from the office of the ~~Chief of Staff~~ General Counsel and ensures alignment of all projects
- Oversees special projects and contractors who lead them
- Manages the process for the development and dissemination of Board policies and procedures, and works with ~~Chief of Staff~~ General Counsel to develop systems to monitor implementation
- Supports the ~~Chief of Staff~~ General Counsel in the development, dissemination, implementation and monitoring of systems to ensure compliance with State and Federal laws, Board policies, and to improve performance to achieve District priorities
- Represents the school system at local, state and national governmental meetings
- Assists in the development, implementation, and dissemination of the District's legislative program and Strategic Plan
- Obtains support for the District's educational goals in interagency and community settings
- Assists in the development and maintenance of relationships between business, labor, and governmental agencies, highlighting education
- Attends and gives testimony at appropriate meetings and hearings
- Develops and implements collaborative efforts with professional, civic and community organizations
- Establishes and maintains on-going communication with community agencies and organizations to further education
- Establishes and maintains liaison relationships with appropriate local, state, and national organizations, elected officials, governmental agencies, other school districts and school-community groups
- Ensures planning for key committee and Board meetings to include; tracking, monitoring, and following the progress of projects, action items, strategies that emanate from the Board and its committees; arranges and conducts regular meetings

Evaluates staff as assigned
Completes all trainings and other compliance requirements as assigned and by the designated deadline
Performs other duties as assigned by supervisor

**PHYSICAL DEMANDS**

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

**MINIMUM QUALIFICATIONS**

- Bachelor's Degree
- Experience in strategic integrated communications
- Understanding of systems management
- Experience in governmental relations
- Experience in community development
- Effective communication skills

**DESIRABLE QUALIFICATIONS**

- Master's degree or equivalent years of experience
- Successful experience in area of research methods and strategies
- Established skills in planning and managing diverse priorities
- Ability to think strategically while balancing complex agendas
- Excellent managerial and problem-solving skills
- Ability to bring work to completion within deadline
- Exceptional interpersonal skills and strong managerial ability; ability to interact and influence at the most senior levels of an organization and to work collaboratively across functions, levels, and departments toward shared objectives
- Ability to work cooperatively and strategically in a team environment
- Experience in a large organization
- Experience in a diverse workplace



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07/01/2023 04/25/2023

JOB TITLE:	EXECUTIVE ADMINISTRATOR POLICY AND SYSTEMS
DIVISION	GENERAL COUNSEL
SALARY SCHEDULE/GRADE:	II, GRADE 14
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8449
BARGAINING UNIT:	CLAS

**SCOPE OF RESPONSIBILITIES**

Assists the General Counsel in efficiently and effectively maximizing and aligning the operational and administrative services in support of students; assists in the development and coordination of activities on the calendar; works to develop and promote a transparent two-way communication strategy; acts as a strategic consultant; acts as a sounding board for ideas.

**PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA**

Acts as the representative of the General Counsel and District ambassador to external constituencies as directed

Works to solve problems and deal with issues

Ensures information flows to and from the office of the General Counsel and ensures alignment of all projects

Oversees special projects and contractors who lead them

Manages the process for the development and dissemination of Board policies and procedures, and works with General Counsel to develop systems to monitor implementation

Supports the General Counsel in the development, dissemination, implementation and monitoring of systems to ensure compliance with State and Federal laws, Board policies, and to improve performance to achieve District priorities

Represents the school system at local, state and national governmental meetings

Assists in the development, implementation, and dissemination of the District's legislative program and Strategic Plan

Obtains support for the District's educational goals in interagency and community settings

Assists in the development and maintenance of relationships between business, labor, and governmental agencies, highlighting education

Attends and gives testimony at appropriate meetings and hearings

Develops and implements collaborative efforts with professional, civic and community organizations

Establishes and maintains on-going communication with community agencies and organizations to further education

Establishes and maintains liaison relationships with appropriate local, state, and national organizations, elected officials, governmental agencies, other school districts and school-community groups

Ensures planning for key committee and Board meetings to include; tracking, monitoring, and following the progress of projects, action items, strategies that emanate from the Board and its committees; arranges and conducts regular meetings

Evaluates staff as assigned

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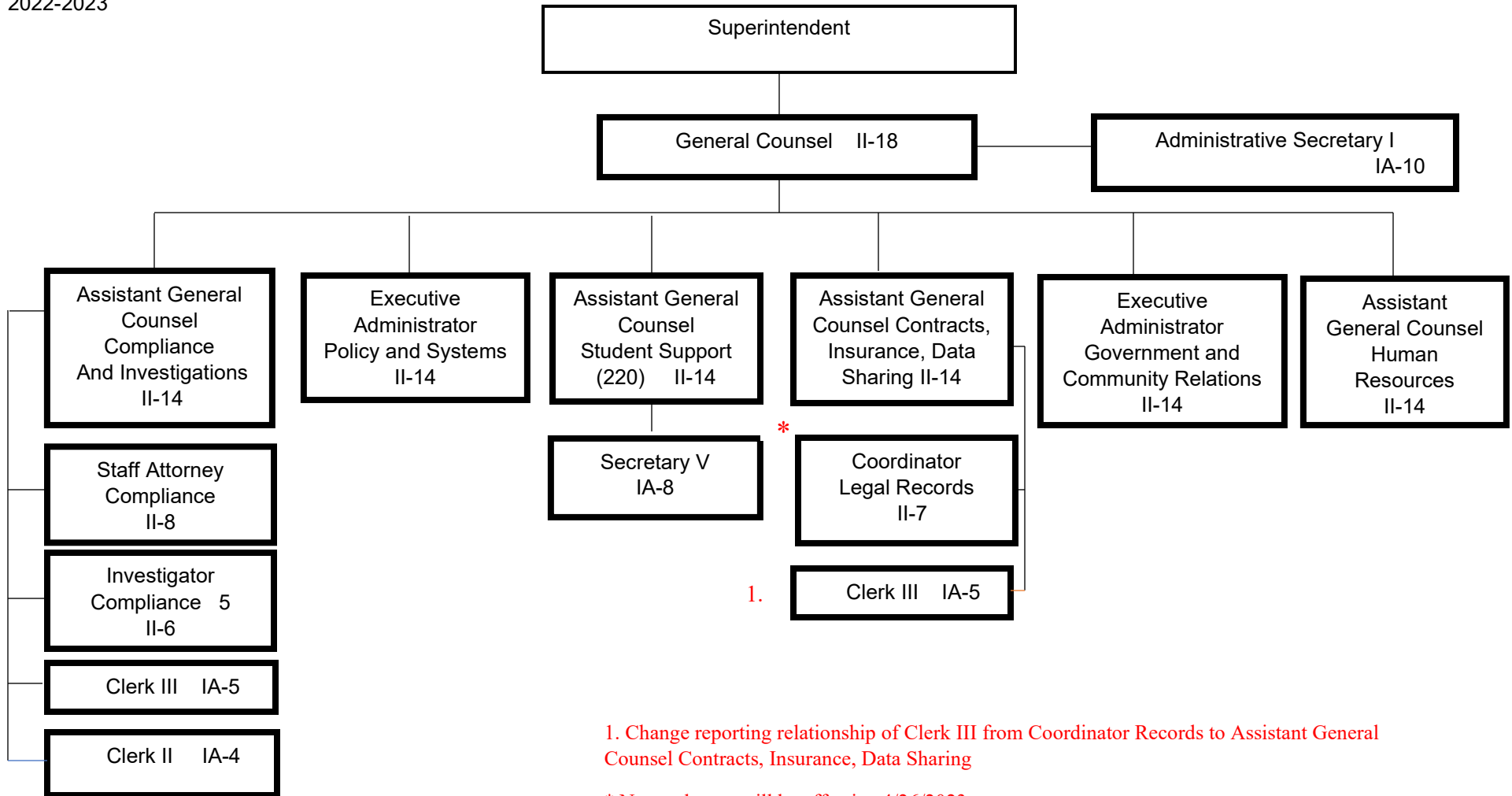
**MINIMUM QUALIFICATIONS**

Bachelor's Degree
Experience in strategic integrated communications
Understanding of systems management
Experience in governmental relations
Experience in community development
Effective communication skills

**DESIRABLE QUALIFICATIONS**

Master's degree or equivalent years of experience
Successful experience in area of research methods and strategies
Established skills in planning and managing diverse priorities
Ability to think strategically while balancing complex agendas
Excellent managerial and problem-solving skills
Ability to bring work to completion within deadline
Exceptional interpersonal skills and strong managerial ability; ability to interact and influence at the most senior levels of an organization and to work collaboratively across functions, levels, and departments toward shared objectives
Ability to work cooperatively and strategically in a team environment
Experience in a large organization
Experience in a diverse workplace



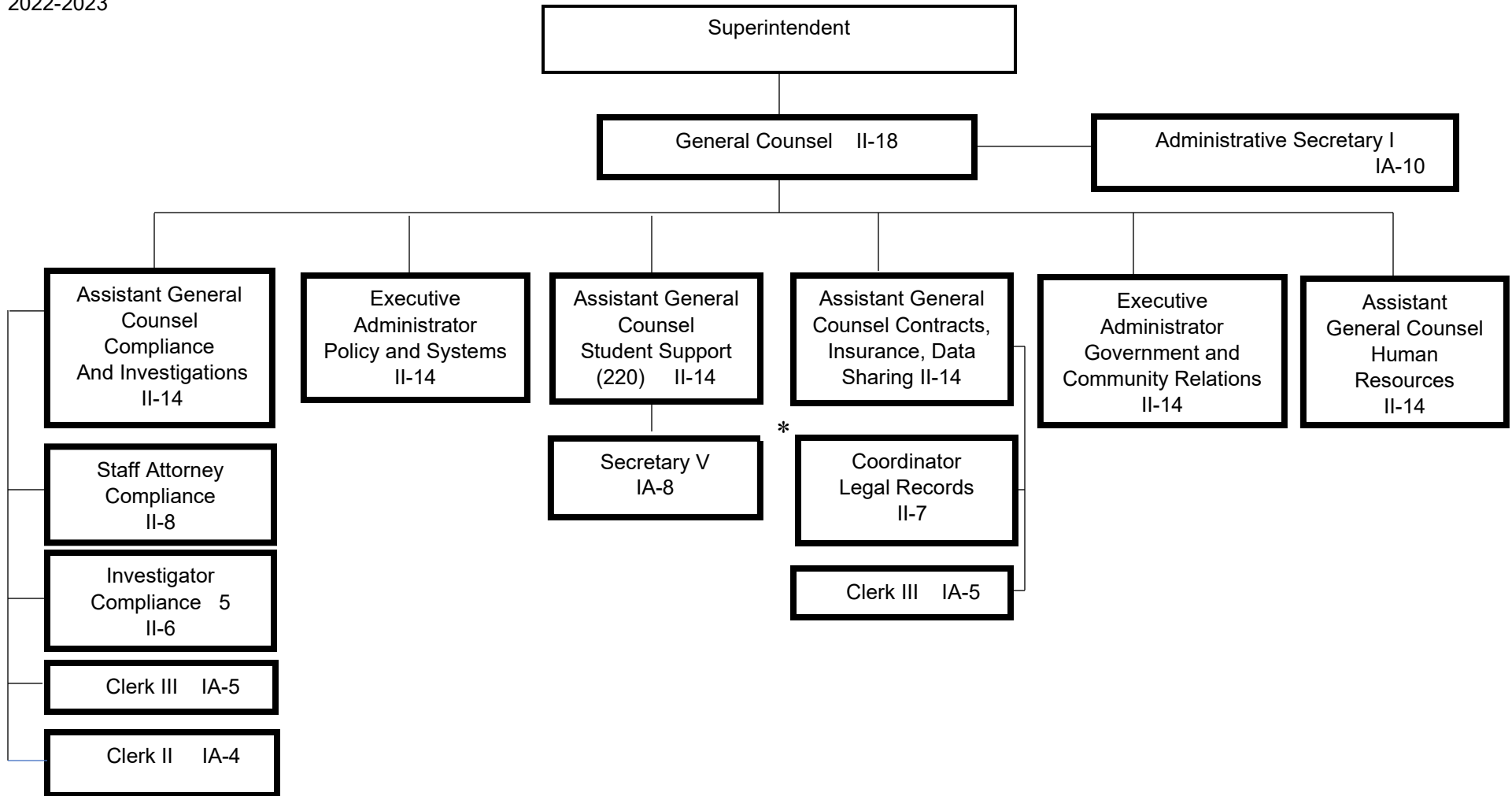


1. Change reporting relationship of Clerk III from Coordinator Records to Assistant General Counsel Contracts, Insurance, Data Sharing

\* Name change will be effective 4/26/2023

Summary:

General Fund Positions: 19  
 Categorical Fund Positions: 0



Summary:

General Fund Positions: 19  
 Categorical Fund Positions: 0