

**NEWARK BOARD OF EDUCATION
HUMAN RESOURCE SERVICES
765 BROAD STREET, NEWARK, NEW JERSEY 07102
ROGER LEON, SUPERINTENDENT**

**GENERAL COUNSEL
Office of Legal Counsel**

(Pending availability of funds and Board of Education approval)

The Superintendent invites qualified and interested persons to apply for the position of General Counsel within the Office of Legal Counsel to provide direct professional legal counsel and representation for the board of education, superintendent, and staff on school matters.

QUALIFICATIONS AND REQUIREMENTS

1. Admission to practice law in the State of New Jersey
2. Ten (10) years of experience in the practice of law, with a preference for experience with state, local, municipal, or federal government agencies
3. Proficiency in applicable computer programs (Westlaw, Word, Windows, Excel);
4. Legal research and writing experience
5. Working knowledge of federal & state education law and regulations preferred
6. Working knowledge of civil service law preferred
7. Management experience, including oversight of other attorneys

BASIC FUNCTIONS AND RESPONSIBILITIES

The definition and examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.

1. Attends and provides legal advice at meetings of the Board of Education ("the Board") as required.
2. Prepares and renders oral and/or written legal opinions upon request to the State District Superintendent, staff, and Board.
3. Provides legal assistance in the drafting of legal documents, policies, rules and regulations, resolutions, applications and all other legal or quasi-legal papers upon request.
4. Advises the Superintendent and the Board in all matters of a legal or technical nature relating to the interpretation of statutes, charters, ordinances, and contracts.
5. Advises the Superintendent and the Board in all staff contract negotiations.
6. Prepares or reviews all invitations to bid, job specifications, and legal contracts.
7. Serves as legal representative of the Board, its members, and/or staff in any judicial or administrative proceedings, at the direction of the Board.
8. Maintains copies of deeds, records, other official and appropriate documents relative to the physical properties under the jurisdiction of the board of education.
9. Advises the Board on the sale, lease or other disposition of excess physical property.
10. Monitors and reviews changes in public school law and advises the Board and the State District Superintendent regarding legislative changes and necessary Board and or/administrative action.
11. Provides periodic updates on administrative practice and board policy, including the review of important commissioner and court decisions and rendered by the State Attorney General.
12. Reviews pending board policy prior to formal adoption.

13. Prepares resolutions, deeds, leases, conveyances, bonds, obligations and other legal instruments relating to the business of the board of education, and prepares correspondence that may be necessary or as may be requested.
14. Performs other duties consistent with competence in the field of law as the Board or State District Superintendent may require.
15. Represents the Newark Public Schools ("District") in litigation and legal matters by independently handling proceedings before courts and agencies from inception to conclusion, locates and interviews fact witnesses, maintains files and exhibits and prepares all necessary legal documents required in connection with the same.
16. Renders appropriate day-to-day oral and written legal advice to District administrators, board members, and parents on matters of a legal nature or major significance.
17. Prepares formal and informal memoranda, opinions, pleadings, trial and appellate briefs, revisions to administrative rules, legal and general correspondence for the signature of the State District Superintendent or other administrators in the District.
18. Represents the District at meetings and serves on committees and engages in projects as directed by the State District Superintendent.
19. Acts as the liaison to outside counsel and provides oversight of assigned to outside counsel.
20. Counsels the District on the legal obligations and appropriate implementation of class action settlement relating to special education services.

REPORTS TO: Superintendent

SALARY, EMPLOYMENT PERIOD AND UNION AFFILIATION

1. Salary: Commensurate with Experience
2. Employment Period: Twelve (12) Months
3. Union Affiliation: Unaffiliated

HOW TO APPLY

Newark Board of Education only accepts electronic applications. If you are a current employee, you must apply via the Employee Self Service website. If you do not have access to a computer, we welcome you to visit the Newark Board of Education employment kiosks located at 765 Broad St, on 2nd floor, Human Resources reception area between the hours of 9:00 AM and 4:00 PM Monday through Friday. Help will be available.

OPENING DATE:

CLOSING DATE:

JOB ID:

**THE NEWARK BOARD OF EDUCATION IS AN
EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER**