



# Poudre School District

## HUMAN RESOURCES DEPARTMENT

### JOB DESCRIPTION

Job Title: **General Counsel**  
Job Family: **Administrator**  
Prepared/Revised Date: **August 1, 2023**

FLSA Status: **Exempt**  
Pay Grade: **A**  
Job Code: **34104**  
Days: **260**

**SUMMARY:** Provides in-house legal services to the Superintendent, Cabinet, and District Administrators. Represents the District in court hearings and administrative proceedings and provides day to day advice and counsel to central and site administration on a variety of legal matters, including Constitutional law, special education law, and employment law. Coordinates the development and revision of Superintendent and Board of Education policies. Coordinates all legal services required by the District.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Description of Job Tasks
1. Provides day to day advice and counsel to the Superintendent, Cabinet, building administrators and central administrators on a variety of legal matters impacting students, staff, schools, and the District.
2. Provides legal opinions, legal interpretations, and recommendations to the Superintendent, Cabinet, central administrators, and the Board of Education for the purpose of ensuring the District maintains compliance with local, state, and federal regulations.
3. Investigates and researches legal issues in all areas of District service operations to assist administrators in making legally defensible decisions.
4. Reviews, revises and drafts proposed Superintendent and Board policies.
5. Provides legal guidance to the integrated services director, assistant directors, and building administrators on special education matters; attends IEP-related meetings if a family's lawyer is involved; represents the District in special education administrative complaints and investigations conducted by outside agencies/organizations.
6. Drafts or reviews all legal documents including contracts, negotiated agreements, and position statements.
7. Advises and assists with compliance of competitive procurement and purchasing contract requirements.
8. Serves as the District's hearing officer for applicable student and employee grievances, complaints, and appeals as required by policy.
9. Advises and represents the District in the negotiation process with charter school applicants and existing PSD charter schools.
10. Attends Board of Education meetings and executive sessions; advises Board of Education on legal matters and parliamentary procedures.
11. Provides representation in court and other administrative processes, including truancy cases, expulsion hearings, Office for Civil Rights reviews and complaints, subpoenas, etc.
12. Where appropriate, conducts or directs timely, efficient and through investigations around personnel and student issues.
13. Coordinates legal services provided by outside law firms, including administering contracts, oversight of court litigation, and expenditure of District funds.
14. Serve as the Designated Election Official for the District.
15. Conducts professional development training to district leadership and other staff on new and revised laws, court cases, district policies, and other compliance matters.
16. Provides assistance and advice regarding district records, including requests under the Colorado Open Records Act and the Family Educational Rights and Privacy Act

2407 LaPorte Avenue, Fort Collins, CO 80521 • phone: (970) 490-3488

web: [www.psdschools.org](http://www.psdschools.org)



**Description of Job Tasks**

17. Maintain files and retrieval systems for legal information of relevance to the District.
18. Provides direction to and supervises the work of District paralegals.
19. Other duties as assigned.

**EDUCATION AND RELATED WORK EXPERIENCE:**

- Juris Doctorate degree.
- Minimum of five years of experience, preferably in Colorado K-12 school law and/or working in a law firm representing school district clients.

**LICENSES, REGISTRATIONS or CERTIFICATIONS:**

- Valid Colorado license to practice law.
- Valid Colorado driver’s license.
- Criminal background check.

**KNOWLEDGE, SKILLS & ABILITIES:**

- Knowledge of education law (federal and state).
- Ability to maintain a positive and effective relationship with the Superintendent, staff, and Board of Education.
- Critical thinking, problem-solving and analytical skills.
- Effective communication skills with an ability to communicate, interact and work effectively and cooperatively with all people including those from diverse ethnic and educational backgrounds.
- Ability to protect and maintain confidentiality in all aspects of the job.
- Ability to work under deadlines; to be flexible in meeting the ever-changing needs of the District.
- Ability to manage multiple priorities.
- Ability to maintain honesty and integrity in all aspects of the job.
- Ability and willingness to adhere to attendance requirements, including regular and punctual employee presence.
- Ability to promote and follow Board of Education policies, District policies, administrative guidelines, and building and department procedures.
- Ability to communicate, interact, and work effectively and cooperatively with people from diverse ethnic and educational backgrounds.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment, and report unsafe conditions to the appropriate administrator.

**MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:**

- Operating knowledge of and experience with personal computers and peripherals.
- Operating knowledge of and experience using word processing software and the ability to perform legal research on Internet and legal websites.
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, E-mail, etc.

**REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:**

	<b>POSITION TITLE</b>	<b># of EMPLOYEES</b>
<b>Reports to:</b>	Superintendent	1
<b>Direct reports</b>	Outside Counsel	Varies
	Paralegal	1



It is acknowledged that the ATTORNEY is subject to, and required to comply with, the Colorado Rules of Professional Conduct adopted by the Colorado Supreme Court in 1992, which shall supersede any conflicting or inconsistent provision hereof.

**PHYSICAL REQUIREMENTS & WORKING CONDITIONS:** *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand		X		
Walk		X		
Sit			X	
Use hands to finger, handle, or feed	X			
Reach with hands and arms		X		
Climb or balance	X			
Stoop, kneel, crouch, or crawl	X			
Talk				X
Hear				X
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds		X		
Up to 25 pounds		X		
Up to 50 pounds	X			
Up to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare			X	
Analyze			X	
Communicate				X
Copy		X		
Coordinate				X
Instruct		X		
Compute		X		
Synthesize			X	
Evaluate			X	
Interpersonal Skills				X
Compile		X		
Negotiate		X		

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			



WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	
Peripheral vision	
Depth perception	X
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	X
Moderate	
Loud	
Very Loud	