



Loudoun County Public Schools

HUMAN RESOURCES AND TALENT DEVELOPMENT JOB CLASS SPECIFICATION

Certified 9/20/23

Division Counsel

Pay Scale: Cabinet

Level: NA

FLSA Status: Exempt

Job Family: Executive

Primary Location: Administration Building

Department Overview

The Superintendent's Office provides leadership and guidance to all school sites and administrative offices throughout the Division. The Office works closely with the School Board to interpret policy, assure compliance, and provide strategic direction to the Division to meet the needs of students, parents, families, employees and community members. Additionally, the Office is home to the Division's Chief Academic Officer, internal audit, communications and community engagement, ombuds, legal counsel, and safety and security operations.

Job Overview

To provide direct professional legal counsel and representation for the School Board, Division Superintendent, and staff on all matters.

Roles and Responsibilities

The following information is intended to describe the overall nature and scope of the work being performed. This is not a comprehensive listing of all responsibilities or tasks; work may differ, and other work may be assigned when deemed appropriate.

- Attends and provides legal advice at regular and special meetings of the School Board and committees thereof
- Provides legal assistance in the drafting of legal documents, policies, rules and regulations, resolutions, and all other legal or quasi-legal papers upon request and prepares and/or reviews contracts as requested
- Advises the School Board and Superintendent in all matters of a legal or technical nature relating to the interpretation of statutes, ordinances, and contracts; monitors and reviews changes in public school law; and advises the School Board and the Superintendent regarding legislative changes and necessary School Board and/or administrative action.
- Serves as legal representative of the School Board, its members, and/or staff in any judicial or administrative proceedings brought by or against the School Board, as appropriate; prepares and renders oral and/or written legal opinions upon request to the Superintendent and to the School Board
- Advises the School Board on the sale, lease or other disposition of excess real property and provides legal assistance and advice concerning the acquisition or disposition of real estate
- Prepares resolutions, deeds, leases and conveyances, obligations and other legal instruments relating to the business of the School Board, and conducts such correspondence therewith as may be necessary or as may be requested by the School Board

Qualifications

Below are the minimum qualifications for this job. Equivalent combinations of education and experience are also acceptable.

Education

NA

Experience

At least five years of demonstrated experience in school or local government law

Licenses and Certifications

Licensed to practice law in the Commonwealth of Virginia

Knowledge, Skills and Abilities

- Demonstrated experience in school or local government law
- Knowledge of contract, public employment, real estate, administrative, and civil rights laws
- Personal and professional integrity
- Strong oral and written communications skills

Physical Requirements

The following provides a brief description of physical requirements for this job:

While performing the duties of this job, the employee regularly talks, expresses or exchanging ideas by means of the spoken word. The employee must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly. The employee must possess normal cognitive abilities including the ability to learn, recall and apply certain practices and policies. Frequently sitting and/or remaining in a stationary position for extended periods of time. Exerting up to 25 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects.

Equal Opportunity Employment

The Loudoun County School Board seeks to cultivate a high performing team of professionals focused on its mission and goals. The School Board values merit and excellence within its workforce and encourages the highest levels of professionalism for all its employees.

The School Board also recognizes and values the diversity of the students and broader community it serves and encourages diversity within its workforce.

The Loudoun County School Board is an Equal Opportunity Employer. The School Board does not discriminate against qualified applicants or employees on the basis of actual or perceived race, national origin, ancestry, color, sex, sexual orientation, gender identity, pregnancy, childbirth or related medical conditions, marital status, age, religion, disability, genetic information, veteran status or any basis protected by law.

ADA Accommodations Disclosure

Under the Americans with Disabilities Act (ADA), Loudoun County Public Schools is required to provide reasonable accommodations to qualified employees with disabilities, unless doing so would pose an undue hardship. Qualified employees are those who hold the necessary education, skills, and experience for the job; and who can perform its essential responsibilities, with or without an accommodation.

Remote Work Disclosure

The following guidelines apply to jobs and positions where employees have been identified as having the potential to work remotely. Remote work is defined as completing one's duties and responsibilities at a site other than one's assigned duty location. In order to be eligible for remote work privileges, an employee must have demonstrated consistent, positive performance and have the support and approval of their direct supervisor. In addition, these employees must have reliable high-speed internet and a designated workspace that allows them privacy while completing sensitive and confidential work. Employees who are non-exempt and are working remotely will work their regular scheduled hours and gain prior approval from their supervisor if they work more than 8 hours a day or more than 40 hours in a workweek. Remote work privileges can be amended, changed, or revoked based upon the performance of the employee, as well as the needs of Loudoun County Public Schools.