

## ASSISTANT DIVISION COUNSEL

### Definition

Serves as the assistant division counsel for Fairfax County Public Schools (FCPS); and performs related duties as required or assigned.

### Typical Tasks (illustrative only)

As requested, advises the FCPS division superintendent, Leadership Team, and other instructional and support staff regarding legal issues; including, but not limited to, the Constitution, students' rights, education, employment, civil rights, real estate, local government, procurement, contract, or tort law; provides legal services to conserve school system resources; ensures compliance with federal and state laws; interprets laws, rulings, and regulations; provides advice regarding federal and state legislation of concern to the school system; coordinates with government relations, School Board counsel, and others to develop legislation, policies, and other legal documents which promote the interests of the school system; provides advice regarding the school system's policy positions; reviews and provides legal clearance for regulations, agreements, materials, and other documents submitted to the School Board and FCPS entities; coordinates use of outside counsel for specialized legal situations, including referrals of legal issues from school system staff; provides advice regarding nature and level of outside counsel services and negotiation of fees; interfaces with opposing counsel and/or local government attorneys; coordinates with School Board counsel regarding federal and state court litigation and other issues; represents division superintendent and staff in administrative hearings before fact-finding panels, Civil Service Commission, School Board and other entities; conducts research, gathers evidence, and takes other action as necessary to defend or initiate legal action; and provides training related to legal issues.

### Supervision Received/Given

Receives limited direction from the Division Counsel. May participate in the recruitment, screening, selection, and appointment of staff. May provide guidance and assistance to lower-graded, full-, part-time, and/or hourly employees, as required.

### Education/Experience/Skills

Juris Doctorate, from an accredited law school with membership in, or eligibility for, the Virginia Bar, plus a minimum of five years of recent progressively more responsible experience in a public or private sector legal practice which deals with public school legal issues. Expertise in one or more of the following areas--the Constitution, Freedom of Information Act, Family Educational Rights and Privacy Act, intellectual property, student rights, custody, education, employment, civil rights, real estate, local government, procurement, contract, or tort law; experience with litigation and project management preferred. Ability to communicate effectively, both orally and in writing; and ability to develop effective working relationships with senior FCPS administrators and community and governmental leaders.



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