

Job Description
MOORE PUBLIC SCHOOLS

1.02

Job Title: Attorney

Qualifications:

Credentials: Licensed to practice law in Oklahoma;

Education: Law Degree

Training or Experience Required: At least 3-5 years of school law experience.

Reports To: Board of Education

Job Goal (Purpose of Position): Performs legal advice; renders opinions, handles litigation and other school legal responsibilities.

An incumbent in this position will utilize discretion, ingenuity and independent judgment due to the complexity of the job. Since there may be several ways to solve a problem, an incumbent is free to choose the solution. Due to the nature of the position, must be involved in deductive and inductive reasoning and problem solving.

Contact with Others: an incumbent in this position has regular contact with persons outside the district which requires tact and diplomacy and independent judgment and problem solving skills; making formal presentations; interpreting policies and procedures based on experience; performing depositions, interrogatories, direct/cross examination, and other legal duties. May assist with providing counseling, negotiations, or mediation techniques as appropriate.

Essential Job Functions (PERFORMANCE RESPONSIBILITIES):

1. Prepares and renders legal opinions upon request to the Superintendent, the staff, and the Board.
2. Prepares and conducts litigation on behalf of the Board.
3. Reviews invitations to bid, job specifications and legal contracts on request of the superintendent.
4. Advises the Board in all matters of a legal or technical nature relating to the interpretation of statues, charges, ordinances, contracts, etc.
5. Provides legal assistance in the drafting of legal documents, rules and regulations, resolutions, applications, and all other legal or quasi-legal papers upon request.
6. Advises the Board in all staff contract negotiations.

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7. Attends meetings of the Board when requested.
8. Performs such other duties consistent with professional competence as the Board may from time to time assign.

Supervision exercised: Not applicable.

Physical/Mental Requirements and Working Conditions:

Other than those requirements listed above, the employee must have the ability to communicate in person, on the phone, and before large audiences. Must be able to practice in court and carry out all requirements to represent the district pertaining to legal concerns.

TERMS OF EMPLOYMENT: Twelve month year. Salary to be established by the Board.

EVALUATION: Performance of this job will be evaluated in accordance with the provisions of Board policy.

Approved 03-08-93