

JOB TITLE: Paralegal

STATUS: Exempt

REPORTS TO: Assoc. Supt General Counsel

TERMS: 240 Days

DEPARTMENT: Administrative Services

PAY GRADE: E 02

Primary Purpose:

To assist the General Counsel's Office to serve the diverse legal needs of the District by performing delegated substantive legal work and other administrative tasks.

Qualifications:

Education/Certification:

- High school diploma required
- Associates and/or Bachelor's degree preferred
- Paralegal certification preferred

Experience:

- Five (5) years of experience working in the legal field preferred
- Experience working in education or school law preferred

Special Knowledge/Skills:

- Self-starter with a commitment to service and support as well as excellent oral and written communication skills with a variety of audiences
- Organized and detail-oriented team player with the ability to maintain confidentiality, prioritize task while complying with deadlines, work cooperatively and professionally in contentious situations, maintain focus with frequent interruptions, and quickly adapt to new tasks, processes, etc.
- Strong computer application skills (Microsoft Word, PowerPoint, OneNote, Excel, Adobe Acrobat, etc.) and legal research skills (LexisNexis, Westlaw, etc.) required
- Working knowledge of state and federal laws applicable to school districts and/or governmental entities preferred
- Ability to read and interpret written legal materials, and draft written guidance related to the same
- Ability to compile data, prepare reports, organize complex projects, and keep detailed records
- Strong spelling, punctuation, and proofreading skills

MAJOR RESPONSIBILITIES AND DUTIES:

1. Assist the General Counsel with the monitoring of general legal and litigation activities related to complaints and grievance, lawsuits, contracts, public information requests, subpoenas, etc., to ensure that all appropriate documents and responses are timely filed.
2. Coordinate the compilation and review of information and documents from various departments and campuses to respond to litigation discovery, complaints, in-house investigations, public information requests, subpoenas, and grievance hearings.
3. Coordinate with the General Counsel and outside legal counsel in the preparation of necessary documents related to contracts, employee matters, student matters, and/or other legal matters.
4. Assist the General Counsel with the drafting of contracts, legal training materials, responses to public information requests (including requests for attorney general opinions), and other routine correspondence and/or memorandum to district stakeholders.
5. Support campus- and District-level administrators' navigate all legal matters, interpret and implement District policies, procedures, and/or law; and support at all levels of internal complaint/grievance processes, including preparation of official record for hearings, scheduling of hearings, and preparation of notice letters, etc., as directed and authorized by the General Counsel.
6. Support campus- and District-level administrators navigate student matters, including interpretation of and guidance related to discipline, special education, child custody orders, and DFPS and/or law enforcement issues.
7. Assist in drafting, preparing, and coordinating adoption of Local Policy Updates and TASB Policy Updates.
8. Perform the initial review of district, campus, and/or departmental handbooks, policy manuals, or other guidance documents, to ensure legal compliance, and prepare recommended and/or requested edits to the same.
9. Conduct legal research using manual and electronic methods as necessary and prepare written summaries of same.
10. Maintain knowledge of laws, decisions, and legislation pertaining to school issues.
11. Comply with all state and district policies and regulations concerning primary job functions.
12. Draft and/or prepare other legal documents as instructed.
13. Maintain physical and/or electronic legal information and files.
14. Perform other duties as assigned.

WORKING CONDITIONS:

Mental Demands:

Frequent re-prioritization/rescheduling of tasks due to interruptions and/or unexpected changes in workload or assignments; Compliance with strict time-sensitive deadlines despite interruptions; Maintenance of emotional control and reasoning/problem-solving skills under stress; Professional communication with a variety of audiences.

Physical Demands/Environmental Factors:

Sedentary work environment; Possible prolonged and irregular hours as required; Frequent repetitive hand motions; Prolonged use of computer and keyboard; steady verbal and written interactions; moderate standing, walking, and bending; minimal lifting, pushing, pulling (20-30lbs) related to file maintenance.

I have read and understand the responsibilities and duties required for this position as outlined above.

Printed Name

Signature

Date