

Associate Deputy Attorney – Special Education & Student Services

General Definition:

Under general supervision, proactively advise and provide technical expertise, information and assistance to staff regarding special education matters; and in the formulation and development of policies, procedures, and programs to support responsible legal management controls or corrective action with regard to the special education program.

Essential Duties:

- Oversee day-to-day legal issues, complaints, and litigation related to special education and student services matters
- Draft legal documents, rules and regulations, resolutions, and other legal papers upon request
- Represent the District in judicial and administrative proceedings, including the preparation of legal memoranda, pleadings and briefs; representation during mediation and other negotiations between parties; the conduct of trials and hearings at the trial level and on appeal
- Attend and provide legal advice and counsel at meetings of the Board of Education and such other meetings as directed by the Superintendent/ or designee
- Oversee the maintenance of special education legal files
- Provide technical expertise, information and assistance to the Board of Education, Superintendent, and staff in the area of special education law; assist in the formulation and development of policies, procedures, and programs; advise the Board of Education and the Superintendent of unusual trends or problems and recommend appropriate corrective action
- Direct the preparation and maintenance of a variety of narrative and statistical reports, records and files related to assigned activities and personnel
- Communicate with other administrators, personnel and outside organizations to coordinate activities and programs, resolve issues and conflicts and exchange information
- Create and deliver training experiences for Special Education administrators and teachers, as well as school principals, in response to program needs, compliance data, and special circumstances.

- Attend and conduct a variety of meetings as assigned; establish and maintain relationships with local, state and federal agencies and associations to remain current on programs and issues that affect the District's legal services; present reports and initial findings as directed by the Superintendent or designee
- Manage outside counsel
- Perform related duties as assigned

Desirable Qualifications:

- Deep knowledge of applicable federal, state and local legislation, statutes, codes and procedures, including the California Education Code, with an emphasis special education, Section 504 of the Rehabilitation Act, and the Americans with Disabilities Act
- Rules and procedures of the Office of Administrative Hearings relating to special education due process proceedings
- Knowledge of the issues facing a Unified School District and/or urban public schools
- Legal experience in support of public schools
- A proven record of effectively planning, organizing and using resources and systems to provide top-notch legal services to an administration and governing body in a large public agency
- Experience with electronic legal research, legal matter management, and document management software
- Excellent written and verbal communication skills, including the ability to convey complex information to a variety of audiences (e.g., large groups, staff meetings, executive briefings, public board meetings, memos)
- Strong analytics and systems thinking necessary to inform strategy, adopt or recommend effective courses of action and prepare comprehensive narrative and statistical reports
- Ability to connect with others and build effective professional relationships

Minimum Qualifications:

- Juris Doctor (J.D.) degree from a law school accredited by the American Bar Association
- An active member in good standing of the State Bar of California
- Five years of experience in the practice of law, with an emphasis on special education matters
- Possession of a valid California driver's license and/or be able to provide own transportation in the conduct of work assignments; willingness to travel as needed

Reporting/Organizational Structure:

The Associate Deputy Attorney will report to the Associate Superintendent, Educational Services The Associate Deputy Attorney position is unrepresented. The position will be a contract position.

Salary:

\$143,300-\$177,829 commensurate with experience

MA+36/BA+66 \$2,449 annual stipend

Doctorate \$1,418 annual stipend