

Jordan School District  
**ADMINISTRATION JOB DESCRIPTION**

Job Title: **Administrative Counsel** Lane: 5  
 Department / Location: Equity, Access and Compliance FLSA Classification: Exempt  
 Supervisors Title: Associate Superintendent Contract: 245 Days  
 Original date: 10/22 Revised: 04/23 Revised: \_\_\_\_\_ Revised: \_\_\_\_\_

### **GENERAL FUNCTION**

Under the direction of the Associate Superintendent, the **Administrative Counsel** provides legal counsel and services to the District administration. The Administrative Counsel serves as the responsible administrator for the District's Office of Equity, Access and Compliance.

The incumbent is responsible to follow all policies and guidelines as detailed by District policy.

### **ESSENTIAL FUNCTIONS**

- Provide legal expertise and general legal counsel and guidance to Jordan School District.
- Assist in shaping District guidelines and policies.
- Serve as the District's designated employee to coordinate compliance with civil rights and equal employment opportunity laws (including, but not limited to, serving as Title IX coordinator, Title VI coordinator, ADA/504 coordinator, and Equal Employment Opportunity (coordinator). In such capacity, have the primary responsibility for receiving, investigating, and resolving all allegations of educational or employment harassment and discrimination on the basis of sex, race, ethnicity, religion, pregnancy, national origin, veteran's status, sexual orientation, or disability.
- Receive and review requests pertaining to Utah's Government Records Access and Management Act (GRAMA). Work in conjunction with the Associate Superintendent and the District's Communication Department regarding how to respond to requests.
- Conduct investigations concerning any matter as directed and prepare reports of the investigations.
- As directed, work with relevant administrators to develop and implement a comprehensive ADA plan for the District to identify and remove barriers that may exist for persons with disabilities. Assist principals and District academic staff in developing accommodation plans for students, when needed.
- Lead the interactive process with employees and patrons with disabilities to identify and arrange reasonable accommodations necessary to provide equal access to educational programs, services, and facilities to persons with disabilities.
- In conjunction with the Department of Human Resources, investigate and resolve all employee grievances, and, as required by District policy, hold appropriate hearings.
- As directed, train employees and students to ensure compliance with federal and state civil rights laws. Participate in the formulation and development of policies, procedures, and programs. Advise the Associate Superintendent of legal trends or potential problems and recommend appropriate action.
- Present pertinent information to District staff and conduct in-service training programs to ensure the administrative staff is appropriately trained and knowledgeable.
- Prepare and review a variety of legal documents, including approval or modification of proposed agreements and contracts.
- In conjunction with counsel for the Jordan Board of Education and, when applicable, with other outside counsel, provide the District administration with effective advice on District strategies and their implementation, and assist in managing the legal considerations relating to those activities.
- Work in collaboration with and under the direction of counsel for the Jordan Board of Education pertaining to guidance on legal matters and on legal implications of District matters.
- Perform other duties as directed, including but not limited to:
  - Attend professional conferences as assigned.
  - In consultation with the Associate Superintendent, utilize legal counsel for the Jordan Board of Education and outside legal counsel as appropriate.
- Communicate with State Risk Management and other governmental and private organizations on District legal issues as appropriate. Attend meetings with governmental agencies, parent groups and committees as requested by the Associate Superintendent.

- Protect confidentiality of records and information in possession of counsel about students and staff, and use discretion when sharing any such information within legal confines, which is limited to records or information under control of counsel.
- Remain current regarding developments in school law and laws affecting the District, including legislation, regulations, court decisions, compliance requirements and other guidelines. Recommend appropriate courses of action based on analysis, including potential alternatives.
- Travel to school sites or outside the District using own transportation.
- Predictable and reliable attendance including avoiding attention to or work on non-District legal matters during the regular workday.

### **NON-ESSENTIAL FUNCTIONS**

- Other duties as assigned.

- This description should not be construed to contain every function/responsibility that may be required to be performed by an incumbent assigned to this position.
- Incumbent is required to perform other related functions as assigned. Other related functions can be performed for no more than 20% of an employee's normal workweek (i.e. eight (8) hours per week, or thirty-two (32) hours per month).

### **QUALIFICATION REQUIREMENTS**

- Incumbent must be fingerprinted and clear a criminal background check.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the education, knowledge and experience requirements; the machine, tools and equipment used; and any licenses or certifications required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

#### **Minimum Job Qualifications:**

- Hold a law degree from an accredited school of law and be an active member of the Utah State Bar. Experience in a legal setting highly preferred.
- Knowledge of, and experience working with, federal and state civil rights laws, including Title VII, Title IX, Section 504 of the Rehabilitation Act, and the Americans with Disabilities Act.
- Knowledge of, and experience working with, federal and state constitutional provisions delineating individual rights of students and employees, including First, Fourth, and Fourteenth Amendments of the U.S. Constitution.
- Requires experience with, and commitment to, ensuring equal opportunities for ethnic, racial and religious minorities.
- Experience conducting highly sensitive and complex investigations preferred.
- Experience interacting with law enforcement personnel preferred.
- Experience organizing and conducting neutral hearings for students or employees preferred.
- Experience working with employment law with strong knowledge of laws and case law that affects the workplace.
- Requires outstanding interpersonal skills and the ability to work well with a variety of stakeholders and patrons, ability to work in a team environment, and provide high levels of customer service.
- Interacts effectively with principals and teachers, parents, law enforcement officers, lawyers, senior District office staff and the public.
- Is flexible and able to work in a fast-paced environment, and skilled at directing tasks and assignments with well-educated, opinionated and outgoing personalities.
- Must possess high degree of patience, dignity and sensitivity. Attention to detail is imperative.
- Must have advanced written and verbal communication skills.
- Excellent computer skills with word processing applications (e.g. Word, Excel, PowerPoint, etc.).
- Experience working with racial, ethnic and religious minorities, as well as people with disabilities, highly desirable.
- Ability to supervise and lead employees effectively.
- Accuracy and confidentiality are critically important.
- Must have outstanding organization and initiative, and a professional, courteous demeanor suitable for working at the executive level.
- Requires ability to travel to school sites or outside the District using own transportation.

**NOTE:** The Administration reserves the right to require specific training for this position. However, depending upon the type and quality of prior work experience and availability of formal training programs, some exchanges can be made between training and experience.

**Machines, Tools & Equipment Used:**

- Standard office equipment, educational technology, computers and office programs, standard machines used in teacher workroom.

**Physical Requirements – Not limited to the following:**

- While performing the duties of this job, the employee is frequently required to sit, walk and talk or hear.
- The employee is occasionally required to use hands to finger, handle, feel objects, tools, or controls; and reach with hands and arms.
- The employee must occasionally lift and/or move up to 10 pounds.
- Specific vision abilities required by this job include close vision and the ability to adjust focus.
- Great mental effort is required due to daily pressure resulting from adverse interactions with the public, frequent deadlines, and the demands of the job.

- Occasional (0-33%)    Frequent (34-66%)    Constant (66-100%)
- Physical ability to perform the essential functions listed above with or without reasonable accommodation.
- Possess the physical, mental and emotional stability to work under stressful condition, including but not limited to: deadlines, contract requirements, inspection requirements and interaction with critical personnel.

**NOTE:** *This list of essential and marginal functions and of physical requirements is not exhaustive and may be supplemented in accordance with the requirements of the job.*