



NEW JERSEY ASSOCIATION OF SCHOOL ADMINISTRATORS JOB DESCRIPTION

TITLE: Assistant Association Counsel

REPORTS TO: Chief Association Counsel

QUALIFICATIONS:

1. A Bachelor's degree from an accredited institution of higher education
2. A J.D. Degree from an ABA accredited law school
3. Must be a member in good standing of the New Jersey Bar
4. Experience in New Jersey education law preferred

RESPONSIBILITIES:

1. Provide direct legal representation to Association members in accordance with the NJASA Legal Policies; provide legal research, information, and advice regarding topics of concern to individual Association members upon request
2. Assist Association members with contract formulation and/or negotiation
3. Represent clients in all phases of litigation including, but not limited to pleadings, motions, hearings, and trials in New Jersey courts and before administrative bodies
4. Identify and research emerging legal issues and write articles and publications on legal topics for Association publications under supervision of the Chief Association Counsel; review articles and publications of other departments to assure legal accuracy as requested
5. Read and analyze: applicable decisions issued by the Commissioner of Education, the State Board of Education, and the School Ethics Commission; education and labor cases decided by New Jersey federal and State courts; and other cases having impact upon public education
6. Plan, prepare and deliver oral presentations on legal topics as assigned by the Chief Association Counsel to groups which include, but are not limited to, the NJASA Professional Development Program, the NJASA Seminar Series, County Roundtable meetings, NJASA Committee meetings, NJASA Conferences, and such other groups as might be determined by the Chief Association Counsel to be beneficial to the Association
7. Staff Association committees as assigned by the Chief Association Counsel; provide legal advice and assistance to all other Association committees as assigned by the Chief Association Counsel

8. Assist with Association meetings and conferences as assigned by the Chief Association Counsel
9. Render legal advice and assistance to the Association on all governance and corporate matters under supervision of Chief Association Counsel
10. Draft legislation and administrative regulations to implement Association policies and goals as requested
11. Analyze pending legislation and regulations affecting Association members, local school districts, and the educational community as requested
12. Review and evaluate applicable legal cases affecting education for possible *amicus curiae* participation, including but not limited to specific *amicus* requests; research and prepare *amicus* review memoranda and prepare *amicus* briefs as assigned under supervision of the Chief Association Counsel; present oral argument of Association positions in state trial and appellate courts and administrative bodies
13. Represent the Association in direct litigation under supervision of Chief Association Counsel
14. Provide ongoing review and input regarding NJASA's web page
15. Perform all duties in a manner consistent with the New Jersey Rules of Professional Conduct for Attorneys
16. Participate in appropriate attorney professional development activities
17. Perform other appropriate duties as assigned by the Chief Association Counsel