



## NEW JERSEY ASSOCIATION OF SCHOOL ADMINISTRATORS JOB DESCRIPTION

**TITLE:** Chief Association Counsel

**REPORTS TO:** Executive Director

**QUALIFICATIONS:**

1. Demonstrated effective management in a complex operating environment.
2. Demonstrated ability to work collaboratively with multiple constituents, and represent the financial and administrative operation broadly within and outside the Association.
3. Demonstrated excellent interpersonal skills, ability to effectively communicate orally and in written form.
4. Demonstrated ability to exercise good judgment and make independent decisions.
5. Demonstrated ability to effectively manage, supervise, and evaluate performance of subordinate staff.
6. Demonstrated ability to handle multiple priorities while adhering to deadlines.
7. Demonstrated effective problem analysis and problem resolution skills at both a strategic and functional level.
8. Demonstrated record of legal ability.
9. Demonstrated knowledge of public education and employment law and NJASA's structure and activities.
10. Must work evenings and weekends as required to carry out the responsibilities of the position.
11. Ability to serve as a confidential employee.
12. Juris Doctor Degree required.
13. Admission to practice before the New Jersey Bar and the Federal District Court for the District of New Jersey required.
14. Minimum of four years experience in education law and/or public sector labor law, or two years experience as an attorney and two years intensive experience in education law or public sector labor law or the equivalent preferred.
15. Three years management and supervisory experience or the equivalent required.
16. Litigation experience preferred.

**SUPERVISES:** All members of Legal Department staff

**JOB GOAL:** Direct all legal activities for the Association, act as legal counsel to the Executive Director and Executive Committee, provide legal information to NJASA members, provide direct legal representation to NJASA members in accordance with NJASA Legal Policies. Supervise Association legal staff and ensure compliance with all New Jersey Rules of Professional Conduct for Attorneys. Ensure compliance by the Association with all federal and state laws and regulations as they apply to the Association.

## **RESPONSIBILITIES:**

1. Provide direct legal counsel to the Executive Director.
2. Provide legal advice and assistance to the Association on all governance and corporate matters, including but not limited to contract review, personnel matters, insurance liability questions, trademark and copyright matters, tax matters, corporate enabling statute matters, and NJASA Bylaws/Constitution interpretation. Represent Association before state and federal regulatory agencies, and oversee compliance with federal and state law.
3. Provide direct legal counsel to the NJASA President and Officers, and/or Executive Committee as necessary, in matters concerning the Executive Director's employment contract; their fiduciary responsibilities to the NJASA; and compliance by the Association and its officers, Executive Committee, and employees with all federal and state laws and regulations.
4. Represent the Association in direct litigation.
5. Participate as part of the Executive Staff in issues regarding overall Association concerns and activities.
6. Attend and serve as legal counsel at all meetings of the Executive Committee, the Representative Assembly, and other NJASA committee meetings as directed by the Executive Director, and provide legal information concerning governance, education and related issues.
7. 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.
8. Assist Association members with contract formulation and/or negotiation.
9. 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.
10. Direct the composition, editing and completion of all NJASA legal publications.
11. Provide legal research and information to NJASA Members and staff as requested. Respond, after consultation with the Executive Director or his designee, to press and media inquiries on current legal issues.
12. Provide research, advice and assistance to other Association departments regarding school law, employment law and related issues as is necessary to enable those departments to carry out their functions.

13. Plan and prepare supplementary written materials to advise NJASA members on current legal issues.
14. Review and make recommendations to the Executive Director regarding possible *amicus curiae* participation. Prepare *amicus curiae* briefs and orally argue Association positions in court and before administrative tribunals as appropriate.
15. Recruit, train, supervise and evaluate the performance of all legal staff, and make recommendations concerning hiring department staff, promotions, salary adjustments, and terminations.
16. Plan, prepare and deliver oral presentations on legal topics 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 Executive Director to be beneficial to the Association.
17. Oversee the analysis of decisions issued by the Commissioner of Education, the State Board of Education, the School Ethics Commission, special education decisions issued by the Office of Administrative Law, and education and labor cases decided by the Appellate Division and the New Jersey Supreme Court.
18. Serve as Association liaison with state and national legal organizations and school law organizations (including, but not limited to, New Jersey Association of School Attorneys; American Bar Association; New Jersey State Bar Association) and such other organizations as directed by the Executive Director.
21. As directed by the Executive Director, manage Association employment practices and policies, including: review of personnel policies for compliance with federal and state law and relevancy to the Association; review of all new employee job descriptions; and review of all employee evaluations.
22. Receive and respond to all formal grievances and complaints on behalf of the Association.
23. Serve as Non-discrimination and Fair Practices Officer on behalf of the Association.
24. Provide ongoing review and input regarding NJASA's web page.
25. Perform all duties in a manner consistent with the New Jersey Rules of Professional Conduct for Attorneys.
26. Participate in appropriate attorney professional development activities.
27. Maintain confidentiality for all information received and work confidentially with the Executive Director and other Executive staff.

28. Complete special assignments as requested by the Executive Director.
29. Perform other tasks as assigned by the Executive Director or the Executive Committee.
30. Oversee Association operations in the absence of the Executive Director or Chief of Staff.