

Myers, Tiffany

From: Kelly Lichter <lichterkelly@gmail.com>
Sent: Monday, December 5, 2022 10:46 AM
To: Lichter, Kelly
Subject: External -FW: CCPS Chief Legal Counsel Job Description - Draft
Attachments: CCPS Chief Legal Counsel Job Description Draft_1.pdf

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Kind regards,
Kelly Lichter

From: James D. Molenaar <[REDACTED]>
Date: Tuesday, November 29, 2022 at 4:55 PM
To: lichterkelly@gmail.com <lichterkelly@gmail.com>
Subject: CCPS Chief Legal Counsel Job Description - Draft

Kelly,

Attached is a draft job description I crafted based upon our conversation today. Please let me know if you need anything else.

Jim

School Board Attorney/Chief Legal Counsel

Contract Term: As Negotiated

Reports To: District School Board of Collier County Florida

Job Description:

The School Board Attorney is hired by and responsible to the School Board. Said attorney provides full time, direct, professional legal counsel, and representation to the School Board members and when appropriate the entire School District, including the Superintendent, senior staff and other District employees. In the event of any conflict between the School Board and the Superintendent with respect to duties/functions of the School Board Attorney or any legal dispute between the School Board and the Superintendent, the Board attorney represents the interests of the School Board.

Responsibilities and duties of this position include:

1. Serve as in-house counsel providing legal services to the Collier County Public Schools governing Board.
2. As needed, serve as parliamentarian at School Board meetings and act as legal advisor to the School Board at quasi-judicial hearings.
3. Ensure compliance with publication notices and updates.
4. Render oral or written legal opinions and give legal advice to the School Board, Superintendent and other departmental and school site administrators on legal questions pertaining to school business.
5. Represent, or provide for the representation as required in legal matters affecting the Board.
6. Attend all meetings of the School Board, disciplinary hearings, workshops, staff meetings and other meetings as necessary.
7. Inform the School Board and Superintendent of any pertinent court decisions and changes in state and federal law and advise the School Board of any needed or suggested litigation that will benefit the School Board.
8. Work closely with the School Board Attorney/District General Counsel.
9. Work with the School Board Attorney/District General Counsel to develop and implement risk mitigation strategies.
10. Coordinate and direct investigations of claims and complaints by/or against the Board.
11. Prepare or approve as to form contracts entered into on behalf of the School Board.
12. Provide legal assistance in the drafting and review of legal documents, policies, rules, regulations, resolutions, applications, legal notices, advertisements and all other legal or quasi legal papers upon request.
13. Advise the School Board in all matters of a legal or technical nature relating to the interpretation of statutes, charters, ordinances, contracts and regulations.
14. Advise the School Board, Superintendent and staff on the purchase, sale, lease or disposition of real and physical property.
15. Maintain confidentiality of privileged attorney-client matters.
16. Perform any other duties consistent with the legal needs of the School Board and School District as the School Board may require.

Required Qualifications:

1. Doctor of Jurisprudence from an accredited law school.
2. Member in good standing of the Florida Bar.
3. Ten years of experience in the practice of law for a public agency.
4. Knowledge of court procedures and rules of evidence.
5. Ability to plan and coordinate with other school employees.
6. Ability to apply legal principles and specialized knowledge.
7. Ability to analyze, appraise and organize facts, evidence, and precedents in preparing legal opinions.
8. Ability to prepare cases and present material in a clear and logical form in both oral and written forms.
9. Ability to establish and maintain professional relationships.
10. Ability to write contracts, policies, procedures and rules.

Terms of Employment:

1. Contract Term: As Negotiated.
2. Salary as established by the School Board.
3. Reports to the Board Chairperson.
4. Performance will be evaluated in accordance with the School Board Employment contract.