

Cape Girardeau Public School District No. 63
Job Description

Job Title: General Counsel of Human Resources and Compliance

Terms of Employment: 12-month contract; 240 days

FLSA Status: Exempt

Reports To: Deputy Superintendent

Brief Description of Position:

Under policy direction, plans, organizes, directs, and controls the legal services activities and human resources staff of the District; provides direct professional legal counsel and representation for the District, Superintendent of Schools, and the Board of Education on District legal matters as General Counsel of Human Resources and Compliance; oversees litigation and administrative law hearings; supervises and evaluates the performance of assigned legal and other personnel.

Required Qualifications:

- Requires Juris Doctor degree.
- Requires Missouri Attorney License. Licensed by the Missouri State Bar Association.
- Licensed to practice law in the State of Missouri with experience in educational administration and/or school and labor laws, industrial relations, public administration, and business administration and increasingly responsible experience in education administration.
- Skilled in verbal and written communication to a diverse audience.
- Skilled in problem analysis, data collection, and problem-solving.
- Ability to respond to common inquiries or complaints from administrators, employees, students, general public, and School Board.
- Ability to effectively present information to and respond to questions from administrators, employees, students, general public, and School Board.
- Experience preparing and presenting effective written and oral reports, recommendations, district policies and procedures.
- Experience and ability to work cooperatively across a complex organization and numerous stakeholders.
- Ability to use computer and relevant applications.
- Knowledge of legal principles and practices, including civil, criminal, constitutional, contract, employment, administrative, and business law, and procedures
- Knowledge of regulatory powers, limitations, authorities, and responsibilities of the board of education
- Knowledge of pertinent Federal, State, and local laws, regulations, and court decisions relating to education
- Maintain current knowledge of provisions of applicable Federal, State, and District laws, rules, and regulations.

- Ability to prepare and present complex data in written and oral reports and represent the District in a variety of public settings.
- Experience working on matters of governance with knowledge of parliamentary procedures.
- Ability to maintain regular attendance, which includes completing an assigned day, and attending evening and weekend obligations.

Preferred Qualifications:

- Five or more years of experience in the areas of education, employment, and labor law.

Essential Duties and Responsibilities:

- Provide leadership for the resolution of grievances, arbitrations, and representation issues.
- Respond to complaints and charges of discrimination and harassment brought against the school district and filed with the Equal Employment Opportunity Commission (EEOC), Missouri Commission on Human Rights (MCHR) and Office of Civil Rights (OCR).
- Coordinate District responses to human rights, discrimination, harassment, and state agency complaints as outlined under Policy AC (Title IV, ADA and FMLA).
- Conduct investigations including protected class complaints and Title IX.
- Conduct investigations, in collaboration with and in support of the Deputy Superintendent, to ensure timely closure to all complaints.
- Manage data practice requests (Sunshine Law, District request and subpoenas).
- Lead school board policy revision and development process by convening regular policy committee meetings; conducting research; maintaining records; collaborating with staff; and preparing recommendations for policy adoption.
- Provide legal opinions, legal interpretations, and recommendations to district administration for the purposes of ensuring the district maintains compliance with local, state, and federal regulations, Missouri Department of Education policies, practices, and general legal principles affecting the public school system.
- Manage all District litigation and advise the Superintendent on issues needing outside legal representation. Monitor and review the work performed by outside counsel.
- Consult and support the Deputy Superintendent on employment and labor law matters.
- Serve as legal counsel for the School Board; attend School Board meetings.
- Assist School Board members in the legal performance of their duties, and fair and just discharging of such obligations to students, staff, employees, and the public.
- Design and deliver professional development as it relates to leadership responsibilities in the area of human resource management and to ensure compliance with laws, policies, guidelines, and protocols.
- Provide guidance on employment laws, records retention management, and Missouri Comprehensive Data System (MCDS).
- Prepare and review contracts on behalf of the school district.
- Prepare all necessary legal correspondence.

- Plan and execute continuous improvement processes for area of responsibility; invite input and feedback.
- Completes personnel and salary surveys and the Educator Vacancy Report.
- Prepares and distributes annual benefits participation letters for all employees.
- Coordinates vision and life insurance (board-paid and voluntary) benefits renewal.
- Assists with the delivery of district health & wellbeing activities/programs.
- Administers and oversees the administration of TalentEd, Vector Solutions, and TimeClock Plus.
- Administers Rap Back Program and MACHS Validations.
- Prepares and distributes the annual filing of ACA 1095 Forms.
- Maintains Human Resources webpage and all job postings.
- Prepares monthly personnel report for board meetings.
- Responsible for the accuracy of job descriptions.
- Perform other tasks and assume other responsibilities as assigned by the Superintendent and/or Deputy Superintendent.

Physical Demands/Environmental Factors:

- Ability to work in a climate-controlled building, as well as in inclement weather.
- Exposure to body fluids, communicable diseases.
- Travel between locations will cause exposure to hazardous driving and walking conditions.
- Requires constant hand-eye/mind-eye coordination, hearing, speaking, walking, writing, and driving. Frequent repetitive motion with wrists, hands, and fingers.
- Occasionally subjected to cold temperatures, extreme noise, vibrations, dust and poor ventilation.
- Ability to stand, walk, and move around for long periods of time.
- Ability to see and read, with or without vision aids, a computer screen and printed matter, and to distinguish colors.
- Sufficient hearing to understand speech at normal room levels, and to hear and understand speech on the telephone.
- Manual dexterity to operate a telephone and enter data into a computer using both hands.
- Ability to communicate, effectively and efficiently with sufficient volume to be heard in normal conversation, on the telephone, and addressing groups.
- Ability to exert up to 30 pounds of force to lift, carry, push, pull, or otherwise move objects.
- Ability to lift, bend, stoop, pull, grasp, and carry a variety of objects of different shapes and sizes.

The above statements are intended to describe the general purpose and responsibilities assigned to this job and are not intended to represent an exhaustive list of all responsibilities, duties, and skills that may be required. The Board of Education and Administration and/or supervisor have the right to add or change duties at any time.

This job description supersedes all prior job descriptions for this position as well as rescinding all past and present job descriptions that do not reflect the current requirements of this position.

Approved by: _____ Date: _____

Reviewed by: _____ Date: _____
Human Resource Coordinator

Revised: April 1, 2023