



Job Title: General Counsel

Department: Superintendent's Office

Reports To: Superintendent

Grade: XG-06

Number of Days: 12 Months

Security Access: Education Service Center

Overtime Status: Exempt

Last Revised Date: April 15, 2016

Mission and Vision: Tulsa Public Schools is the destination for extraordinary educators who work with our community and families to ignite the joy of learning and prepare every student for the greatest success in college, careers and life. Our mission is to inspire and prepare every student to love learning, achieve ambitious goals and make positive contributions to our world.

Core Values: Our core values guide how we work and interact with each other at every level of the organization. We embrace and embody these values every day:

- **Equity:** All children deserve the opportunity to develop their full academic and social potential. Our diversity is a community treasure, and we must foster an inclusive environment by examining biases and resolving unfair practices.
- **Character:** We are honest, trustworthy and have high standards of behavior. We do the right thing even when it is hard. While we do not always agree, we treat one another with kindness and respect.
- **Excellence:** We work hard together and expect a lot of one another because high standards produce exemplary knowledge, skills, abilities and mindsets.
- **Team:** We care for one another, support the personal and professional development of one another, and work together to improve our community
- **Joy:** Joy at school and at work makes us more productive, because when we create, innovate and imagine, our motivation grows. We want to ensure that everyone knows the excitement that comes from working deeply on a problem, task or concept and experiencing breakthrough moments.

Position Summary: Serve as a key advisor to the Superintendent and executive team in the areas of policy development and strategy. Responsible for planning, organizing, and coordinating legal services with a special focus on maximizing efficiencies and appropriately leveraging the district's legal team. Oversee and align the work of the staff attorney, worker's comp attorney and the advocacy coordinator. Oversee all charter and partnership school policies and contracts. Review existing policies and recommend revisions where appropriate to ensure they are designed to further the academic and excellence mission of Tulsa Public

Schools. Represent the Superintendent and participate in districtwide initiatives and planning, providing unique insights and perspectives. Collaborate with executive team and instructional leadership team to create a high performing learning organization that ensures the success of each child in the 21st Century.

Minimum Qualifications:

Education:

- Juris Doctorate from an accredited law school

Specialized Knowledge, Licenses, etc.:

- License to practice law in the State of Oklahoma

Experience:

- A minimum of 5-10 years of experience in the practice of law, including substantial responsible experience for a large urban public jurisdiction is required; experience in a K-12 public school setting is preferred
- Proven experience in leading effective teams and individuals, managing organizational change and initiating key innovations

Specific Training/Skills:

- Advanced ability to set and meet goals and priorities, and work with colleagues to implement and drive results-oriented systems for teaching and learning including experience with multilingual, multicultural and special education students
- Highly effective organizational and consensus building skills
- Alignment with mission, vision and core values of Tulsa Public Schools
- Exceptional communication ability, both written and oral (with individuals and groups)

Responsibilities and Essential Functions: The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Provide technical legal expertise, counsel and assistance to the Superintendent and executive team; assist in the formulation and development of policies, procedures and programs to further the goals and priorities as outlined in Destination Excellence
- Oversee the preparation of litigation and/or administrative law hearings, including the preparation of pleadings, and trial and appellate briefs, negotiations between parties, the conduct of trials and hearings at the level of original jurisdiction or on appeal, and other court or hearing appearances to represent most effectively the interests of the District as such interests are interpreted by the Superintendent and/or Board of Education
- Represent the Superintendent and participate in districtwide budget, business and educational initiatives, programs and operations planning, providing unique insights and perspectives; collaborate, recommend and develop cross-functional team strategies designed to serve student, family, local constituent and district stakeholder needs
- Oversee and align the work of the legal team (both internal and external counsel) to maximize efficiencies
- Plan, organize and implement long and short-term programs and activities of the district's legal services division
- Assign outside counsel to handle litigation matters as necessary, monitor and review the work performed by outside counsel

- Provide legal assistance in the drafting of State legislation proposed by the district for presentation to the Oklahoma State Legislature; interpret the impact of legislation on the interests of the district as such legislation is being considered by the legislature
- Develop policies and procedures to encourage effective and efficient management controls as well as oversee the maintenance of district files for revisions
- Develop and prepare the annual preliminary budget for the Office of General Counsel; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations
- Demonstrate a commitment to TPS by developing a thorough knowledge and application of the district and other board policies; participate in staff development, in-services and trainings related to diversity, equity and inclusion in the workplace and in K-12 education; model appropriate behaviors; develop, recommend and implement improvements to business and educational practices with awareness and understanding of their impact in a racially and culturally diverse community
- Supervise the performance of the General Counsel team; interview, select, evaluate and train team members
- Serve as a senior district leader and key member of the Leadership Team focused on building coherence and positive relational trust while representing and advocating for the needs of all TPS schools
- Build and lead a highly effective, innovative Office of General Counsel
- Communicate with all departments on a regular basis and ensure effective systems and structures are in place to maintain a results-focus, efficiency, and drive toward student achievement goals of the strategic plan
- Display ability to work collaboratively with others on a team
- Perform other incidental tasks consistent with the goals and objectives of this position

Skills and Abilities Required: The following characteristics and physical skills are important for the successful performance of assigned duties.

Knowledge and expertise:

- Strong analytic, performance management and systems-thinking orientation
- Knowledge and understanding of federal, state and local laws, regulations and court decisions applicable to K-12 education as related to Tulsa Public Schools
- Knowledge of principles and practices of public administration, intergovernmental relations, and school business operations
- Understanding of methods and procedures required to provide legal services to an administration and governing body in a large urban public agency
- Knowledge of current economic, political and sociological conditions affecting school districts
- Knowledge of current issues and special challenges of large urban school districts and their communities
- Experience reviewing existing and pending legislation related to procedural guidelines and district policies
- Current knowledge of provisions of applicable federal, State and district laws, rules and regulations
- Ability to interpret, apply and explain laws, rules, regulations, policies and procedures

- Experience in understanding, interpreting, applying and explaining complex state and federal policy, law, regulation and court decisions applicable to school business and financial operations
- Maintain confidentiality of highly sensitive information
- Act judiciously under pressure
- Operate a variety of office machines, technologies and software

Empathy and commitment to cause:

- Deep understanding of the urban school system environment and commitment to improving student achievement
- Passionately believes that all students can achieve at high levels
- Demonstrates cultural competence and a deep understanding of and empathy for issues facing urban families

Communication, interpersonal and team skills:

- Builds and maintains strong relationships
- Works successfully alone or on a team
- Possesses strong verbal and written communication skills
- Builds consensus and resolves conflicts; exhibits willingness to have difficult conversations
- Skillfully navigates existing political structures/systems

Problem solving and systems thinking:

- Makes decisions using data and technology
- Takes initiative to solve problems and create stakeholder buy-in
- Identifies and prioritizes mission critical issues with alignment of people, time and resources
- Offer innovative solutions to seemingly intractable problems
- Exhibits strong focus on goals and results; sets clear metrics for success
- Thrives in achievement-oriented and fast-paced environment
- Removes barriers or obstacles that make it difficult for principals to achieve their goals and ensures that school leaders have the resources they need to succeed

Leadership skills:

- Motivates, inspires, and moves other adults to action to achieve ambitious goals
- Skilled at re-envisioning, building, and managing a team, especially in a time of growth and change; excellent at identifying talent and taking advantage of each person's skills and contribution to team effort
- Builds coalitions and works collaboratively with diverse stakeholders at all levels, including but not limited to district personnel, students, families, communities, and/or advocacy groups
- Ability to train, supervise, and evaluate staff from different cultural backgrounds and skill sets

Supervisory Responsibility:

- Directly supervises the Staff Attorney, Workers' Compensation Attorney, Director of Charter and Partnership Schools, the Policy and Advocacy Coordinator and two Paralegals

Working Conditions: Exposure to the following situations may range from rare to frequent based on circumstances and factors that may not be predictable.

- Subject to stress caused by changing environment, complexity of the organization, tight deadlines and heavy workload
- Regular office environment, including frequent use of electronic email, being able to sit for long periods of time without a break, etc.
- Must be mobile in order to attend events and meetings outside of regular work hours
- Normal effort of occasional periods of light physical activity

Tulsa Public Schools is committed to building a diverse and inclusive team of individuals who contribute to the district's mission with their talents, skills, and energy. Tulsa Public Schools is an equal opportunity employer and does not discriminate on the basis of race, religion, color, national origin, sex, sexual orientation, gender expression, gender identity, pregnancy, disability, genetic information, veteran status, marital status, age, or any other classification protected by applicable law.

Tulsa Public Schools also provides reasonable accommodations to qualified applicants and employees with disabilities. If you need an accommodation during the application process, please contact the district's talent management department at 918-746-6310 or the district's human rights and Title IX coordinator at 918-746-6517. You can also direct your request for accommodation in writing to the Tulsa Public Schools Education Service Center, Attn: Talent Management, 3027 S. New Haven Ave., Tulsa, OK 74114-6131.