



Mississippi School Boards
Association Post Office Box 203
Clinton, Mississippi 39060
www.msbaonline.org

Notice of Job Opening Manager of Policy and Legal Services

The Mississippi School Boards Association (MSBA) seeks a full-time attorney with experience of five years or less; who can contribute to the Association's growth in the policy and legal department. The successful candidate will be responsible for maintaining the policy department and enhancing MSBA legal service offerings. This full time position is located at the MSBA office in Clinton, Mississippi.

Salary range begins at \$60,000 annually.

Interested parties must submit a letter of interest and resume via email to Denotris Jackson at djackson@msbaonline.org.

APPLICATION DEADLINE

To be considered, all application information must be received in the MSBA office no later than 4:30 p.m. on **March 23, 2018**. Only applicants selected for an interview will be notified. No phone calls, please.

The Mississippi School Boards Association (MSBA) is a professional, nonprofit organization whose mission is to ensure quality school board performance through Advocacy, Leadership Training, Technical Assistance and Information Dissemination. MSBA represents all public school boards of education in the State of Mississippi.

MISSISSIPPI SCHOOL BOARDS ASSOCIATION
JOB TITLE: Manager of Policy and Legal Services

I. GENERAL DESCRIPTION OF DUTIES

Under limited supervision, performs professional legal work providing policy and legal information and advice to the Mississippi School Boards Association. Work requires the employee to maintain knowledge of state and federal law, pending legislation and opinions of the courts and/or the Attorney General's Office pertaining to local education and school administration. Reports to the Assistant Executive Director.

II. SPECIFIC DUTIES AND RESPONSIBILITIES

A. Essential Job Functions

1. Policy Services

- a. Responsible for writing sample and customized policies.
- b. Reviews, revises, and maintains the Association sample policy manual.
- c. Oversees the policy services department working with subscriber school districts to revise and update local district policy manuals, ensuring adherence to applicable local, state, and federal laws, rules, regulations and appropriate practices.
- d. Attends state education committee meetings when legislature is in session to ensure the Association and school districts are kept informed of legal developments in school law and what, if any, impacts there are on board and district policies.
- e. Supervises preparation of policy manuals for placement on district websites (online policies).
- f. Negotiates service contracts with local school boards, determining appropriate level and extent of services provided for policy manual reviews and online services.
- g. Confers with district personnel to review proposed local policies as necessary or as requested to advise of need for policy revisions or new policies based on new legislation, court orders, Attorney General's opinions, etc.
- h. Markets Association policy services (update services, major revisions, online policies) by the recruitment of policy services subscribers through travel to districts, telephone contact, and correspondence in response to inquiries and through promotional materials.
- i. Works to increase and expand policy services through technology.

- j. Annually reviews and establishes policy services goals and objectives consistent with the Association's strategic plan.
- k. Assists communications director with development of the policy services portions of the newsletter and website.
- l. Reviews all new and amended policies formally adopted by the MSBA board and prepared by policy services staff for update service subscribers; confers with general counsel on legal questions.

2. Other Legal Services

- a. Drafts, reviews and approves contracts between the Association and other parties; oversees updating and distribution of internal Association policies; advises the Board of Directors, the Executive Director, and other association administration on legal issues.
- b. Responds to inquiries/requests for information from school board members, school attorneys and school administrators pertaining to a variety of legal topics. These include, but are not limited to: employment and personnel administration, students' rights, special education, open meetings, and public records.
- c. Conducts research on selected legal topics or issues potentially affecting operations, responsibilities or authority of local public school boards and school districts. Reviews legislative bills or public policy proposals, Mississippi General Statutes, actions of the Mississippi State Board of Education, Attorney General's opinions, and court opinions. Reports to member districts and school attorneys on legal impact of items being considered or approved.
- d. Composes and distributes memoranda, correspondence, reports and briefs, to advise Association members and/or staff of court decisions, Attorney General's opinions, pending federal and state legislative or public policy action, or other factors affecting operations and/or responsibilities of local school districts.
- e. Conducts workshops and makes oral presentations to various education groups to advise of pertinent legal issues.
- f. Prepares papers, reports, studies, or other literature for various publications dedicated to education issues.

B. Additional Job Functions

1. Professional Development

Attends seminars, conferences, workshops, classes, etc. as approved to enhance and maintain knowledge of trends and developments in field of education law; reviews professional journals and legislation, attends association and professional meetings, and otherwise maintains contacts with legal and education professionals to facilitate exchange of information.

2. Association Representative

- a. Assists in planning various Association-sponsored meetings, conferences and other events, coordinating or executing various tasks as assigned.
- b. Assists in updating Association policy manual.
- c. Promotes all Association services.
- d. Prepares and/or reviews contracts for any/all MSBA services.

III. QUALIFICATIONS

1. Must be licensed to practice law in the state of Mississippi.
2. Experience in Education Law preferred.
3. Ability to plan, organize, and coordinate policy services.
4. Exhibits initiative and ability to work under pressure and meet deadlines.
5. Computer skills and experience required.
6. Excellent research, writing, and editing skills.
7. Excellent verbal communication skills; ability to work with all types of people.
8. Knowledge of laws, policies, operations, and functions of Mississippi schools.
9. Self-directed and motivated work style; ability to work with minimum supervision.

IV. FAIR LABOR STANDARDS ACT STATUS

Exempt