

Winona-Montgomery School District
Job Description: School Board Attorney

Qualification: Must be an attorney-at-law licensed to practice law in the State of Mississippi

Reports To: Board of Trustees

- Attend and provide legal advice at all regular school board meetings and other school board meetings on an “as needed” basis as requested by the Board or Superintendent.
- Prepare and render legal opinions upon the request of the Board or Superintendent.
- Handle all school district matters pertaining to 16th Section land leases and other 16th Section issues, including, but not limited to advising the Board and Superintendent on all expenditures involving 16th Section money.
- Provide legal assistance in the drafting of legal documents, policies, rules, and regulations, resolutions, applications, and other legal or quasi-legal upon request.
- Advise the Board and school staff generally and give such written opinions as may be deemed necessary.
- Prepare and/or review all contracts as directed to do so by the Board and/or Superintendent.
- Prepare resolutions, deeds, leases, conveyances, bonds, obligations, and other legal instruments relating to the business of the Board as shall be required, and construct such correspondence in the connection therewith as may be necessary to advance such matters or as may be requested by the Board.
- Prosecute, defend, or otherwise appear as counsel for the Board in all actions which may be brought by or against it or any officer or employee thereof in his or her official capacity for or by reason of any matter in which the Board is interested in a court of the state, whenever requested by the Board.
- Provide legal services on employment/employee issues and represent the Board in mediation, fact-finding, arbitration of court action pursuant to the Mississippi Education Employment Procedure Law.
- Represent the District in litigation and arbitration and proceedings.
- Prepare legal opinions and other legal documents in a timely manner: pleadings, contracts, leases.
- Provide legal services on property issues and advise on acquisition of real estate and the examination of titles thereto.
- Review and advise regarding notices and specifications for bidders when necessary.
- Prepare and review all school building contracts, performance bonds, maintenance, bonds, and all other documents required to effectuate completion of said building and alterations pursuant to the appropriate statutes and laws of the state.
- Advise the Board and staff regarding the impact of judicial decisions that affect the school district.
- Coordinate and assist with student and employee hearings which come before the Board.
- Provide legal services and advice on student issues.

- Advise administrative personnel in areas of legal concern in the day-to-day operation of the district.
- Prepare and submit to the Board a report on the current status of matters being handled by the attorney's office for the school district as requested by the Board and Superintendent.
- Support Board policy and actions to the public and staff.
- Maintain a high standard of ethics, honesty, and integrity in all personal and professional matters.
- Perform such other duties as may be directed by the Board or Superintendent acting on behalf of the board.

The Winona-Montgomery Consolidated School District does not discriminate based on race, color, national or ethnic origin, sex, disability, religion, veteran status, or age in the admission to and provision of educational programs, activities, and services or employment opportunities and benefits. The Winona-Montgomery Consolidated School District is an Equal Opportunity Employer.