



## Human Resources Office

102 S. Hickory Avenue  
Bel Air, Maryland 21014  
410-588-5226 - [www.hcps.org](http://www.hcps.org)  
AN EQUAL OPPORTUNITY EMPLOYER

## VACANCY ANNOUNCEMENT

January 4, 2022

HCPS is committed to recruiting and retaining effective and diverse educators and staff to build a climate of student success and improve learning experiences for every child in every classroom.

## General Counsel

Serves as legal counsel to the Superintendent of Schools and administrative and school staff by performing a full range of legal services.

### DUTIES AND RESPONSIBILITIES INCLUDE

*These are intended only as examples of the various types of job duties to be performed. The omission of specific duties does not exclude them from the position if the work is a similar, related, or logical assignment to the position.*

- Serves as legal counsel to the Superintendent of Schools and administrative and school staff on school system legal matters.
- Serves as a member of the HCPS Senior Staff.
- Provides advise on legal matters involving the school system, Board policies, administrative regulations, educational law, federal, state and county laws, including the Individuals with Education Disabilities Act ("IDEA"), Section 504, Family Medical Leave Act ("FMLA"), Americans with Disabilities Act ("ADA"), Title VII and Title IX, and related functions and services of the school system.
- Renders oral and written opinions, memoranda and correspondence to the Superintendent, administrative and school staff for guidance on legal matters/issues.
- Reviews pending legislation as to its impact on the school system and advises the Superintendent and staff accordingly.
- Analyzes legal controversies and recommends disposition, prepares, and conducts litigation; recommends appeals or settlements on the basis of professional evaluation of the nature of the proceedings.
- Discusses case results with the Superintendent and staff to evaluate and improve performance related to future matters.
- Reviews, edits, drafts agreements, leases, contracts, and deeds in which the school system is a party.
- Represents the school system in connection with matters affecting its legal relations with Federal, State and County governments.
- Attends Board of Education meetings and conferences and provides advice on legal implications of actions taken and parliamentary procedure as required.
- Provides advice to school-based personnel on legal issues, including parent-child custody disputes, student discipline, subpoena responses, complaint resolution and other operational matters.
- Prepares and presents personnel and student disciplinary cases at all levels of appeal.
- Prepares and presents cases brought under Section 4-205 of the Education Article.
- Drafts and reviews Board policies and regulations.
- Advises the Superintendent and the Board regarding union contract negotiations.
- Advises the Board on legal matters as appropriate.
- Serves as liaison to the Board Ethics Panel.
- Prepares and responds to Public Information Act requests and serves as Public Information Officer for Public Information Act requests.
- Serves as a member of the Case Management Team.
- Supervises Staff Attorney.
- Performs other work-related duties as assigned.

### OTHER RESPONSIBILITIES

<b>SALARY</b>	<p>This is a twelve-month position with twenty (20) days of annual leave. Salary range based on the FY 2021-2022 salary schedule for Executive personnel.</p> <ul style="list-style-type: none"> <li>• Grade M Salary Range: \$168,706 - \$191,900</li> </ul>
<b>MINIMUM REQUIREMENTS</b>	<ul style="list-style-type: none"> <li>• Juris Doctor from an accredited school of law and admission to the Bar of the State of Maryland.</li> <li>• Seven years of increasingly responsible legal experience in school law.</li> <li>• Previous experience as in-house counsel within a public school district is preferred.</li> <li>• Substantial knowledge and experience in the following subject matters: <ul style="list-style-type: none"> <li>• Individuals with Disabilities Education Act ("IDEA");</li> <li>• Section 504 of the U.S. Rehabilitation Act of 1973;</li> <li>• Americans with Disabilities Act ("ADA");</li> <li>• FERPA;</li> <li>• Title VII of the Civil Rights Act;</li> <li>• Title IX of Education Amendment of 1972;</li> <li>• Open Meetings Act ("OMA");</li> <li>• Maryland Public Information Act ("MPIA")</li> </ul> </li> <li>• Proficient in the use of Microsoft Office software programs and eLearning platforms.</li> <li>• Experience with database systems, reporting and data analytics, preferred.</li> <li>• Demonstrated effective leadership, decision-making, and problem-solving skills.</li> <li>• Hold and maintain a valid driver's license to carry out the essential functions of the position.</li> <li>• Excellent planning and organizational skills.</li> <li>• Excellent interpersonal and oral/written communication skills.</li> <li>• Able to maintain confidentiality in all aspects of the position.</li> <li>• Demonstrated knowledge of culturally responsive pedagogy.</li> </ul>
<b>HOW TO APPLY</b>	<p>Employment applications are accepted online only. To access the online application site, visit the Current Job Openings section of the HCPS website at <a href="http://www.hcps.org">www.hcps.org</a>. If you have questions or require assistance, please contact the Human Resources Office at 410-588-5226.</p>
<b>DEADLINE</b>	<p>Online applications will be accepted for this vacancy until the position is filled. Candidates who apply by January 18, 2022 will be given first consideration.</p>

The Board of Education of Harford County does not discriminate on the basis of age, ancestry/national origin, color, disability, pregnancy, gender identity/expression, marital status, race, religion, sex, or sexual orientation in matters affecting employment or in providing access to programs and activities and provides equal access to the Boy Scouts and other designated youth groups.

In accordance with the requirements of Title IX of the Education Amendments of 1972 (20 U.S.C. § 1681, *et seq.*), Harford County Public Schools does not discriminate on the basis of sex in any of its programs or activities or with regard to employment. Inquiries about the application of Title IX, and its implementing regulations to Harford County Public Schools may be referred to Dr. Paula Stanton, Harford County Public Schools Title IX Coordinator, by mail to 102 S. Hickory Avenue, Bel Air, Maryland 21014, or by telephone to 410-809-6064 or by email to [Paula.Stanton@hcps.org](mailto:Paula.Stanton@hcps.org), or the Assistant Secretary for the Office of Civil Rights in the United States Department of Education by mail to 400 Maryland Avenue, SW, Washington, DC 20202 or by telephone 1-800-421-3481, or both.

This document is available in alternative form upon request. To request disability-related reasonable accommodations, please notify a staff member in the Human Resources Office at the time you are contacted for an interview.

***AFFIRMING EQUAL EMPLOYMENT IN PRINCIPLE AND PRACTICE***