



TITLE: SCHOOL BOARD ATTORNEY

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

REPORTS TO: Hollandale School District Board of Trustees

PERFORMANCE RESPONSIBILITIES:

1. 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
2. Prepare and render legal opinions upon the request of the Board or Superintendent
3. Provide legal assistance in the drafting of legal documents, policies, rules and regulations, resolutions, applications and other legal or quasi-legal upon request
4. Advise the Board and school staff generally and gives such written opinions as may be deemed necessary
5. Prepare and/or review all contracts as directed to do so by the Board and/or superintendent
6. 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 connection therewith as may be necessary to advance such matters or as may be requested by the Board.
7. Prosecute, defend, or otherwise appear as counsel for the Board in all actions which may be brought by or against it of 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 stat, whenever requested by the Board.
8. 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
9. Represents the District in litigation and arbitration and proceedings
10. Prepare legal opinions and other legal documents in a timely manner:
_____Pleadings _____ Contracts _____ Leases

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11. Provide legal services on property issues and advise on acquisition of real estate and he examination of title thereto
12. Review and advise regarding notices and specifications for bidders when necessary
13. 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
14. Advises the Board and staff regarding the impact of judicial decisions that affect the school district
15. Coordinate and assist with student and employee hearings which come before the Board
16. Provide legal services and advice on student issues
17. Advise administrative personnel in areas of legal concern in the day-to-day operation of the District
18. 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 or Superintendent
19. Support Board policy and actions to the public and staff
20. Maintain a high standards of ethics, honesty, and integrity in all personal and professional matters
21. Perform such other duties as may be directed by the Board or Superintendent