



HOLMDEL TOWNSHIP PUBLIC SCHOOLS JOB DESCRIPTION: BOARD ATTORNEY

QUALIFICATIONS:

1. Licensed to practice law in New Jersey.
2. Demonstrated experience in school law.
3. Knowledge of contract, criminal, real estate, administrative and civil rights laws.
4. Personal and professional integrity.
5. Strong oral and written communications skills.
6. Successfully completes required criminal history proof of U.S. citizenship or legal resident status.
7. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Board of Education and Superintendent

JOB GOAL: To provide direct professional legal counsel and representation for the Board of Education, Superintendent and staff on school matters.

PERFORMANCE RESPONSIBILITIES:

1. Attends and provides legal advice at regular and special meetings of the Board as required.
2. Prepares and renders oral and/or written legal opinions upon request to the Superintendent and to the Board.
3. Provides legal assistance in the drafting of legal documents, policies, rules and regulations, resolutions, applications and all other legal or quasi-legal papers upon request.

4. Advises the Board in all matters of a legal or technical nature relating to the interpretation of statutes, charters, ordinances, and contracts.
5. Reviews all invitations to bid and is present at the opening of bids as requested.
6. Prepares and/or reviews all legal contracts.
7. Serves as legal representative of the Board, its members, and/or staff in any judicial or administrative proceedings brought by or against the Board.
8. Maintains copies of deeds, records, and other official and appropriate documents relative to the physical properties under the jurisdiction of the Board of Education.
9. Advises the Board on the sale, lease or other disposition of excess physical property.
10. Monitors and reviews changes in public school law and advises the Board and the Superintendent regarding legislative changes and necessary Board and/or administrative action.
11. Provides periodic updates on administrative practice and Board policy, including the review of important commissioner and court decisions and attorney general's opinions.
12. Reviews pending Board policy prior to formal adoption.
13. Reviews all job descriptions prior to formal Board approval.
14. Prepares resolutions, deeds, leases, conveyances, bonds, obligations and other legal instruments relating to the business of the Board, and conducts such correspondence therewith as may be necessary or as may be requested by the Board.
15. Approve all contracts made by the Board prior to their execution by officers of the Board.
16. Performs such other duties consistent with competence in the field of law as the Board or Superintendent may require.

TERMS OF EMPLOYMENT: Appointed annually to serve at the pleasure of the Board. Compensation to be determined by the Board.

EVALUATION: Performance of this job will be evaluated annually by the Board in cooperation with the Superintendent of Schools.

SOURCE: Regular Public Board Meeting

DATE: April 27, 1995