

**SACRAMENTO CITY UNIFIED SCHOOL
DISTRICT
Position Description**

TITLE:	Legal Services/Safe Schools Specialist	CLASSIFICATION:	Classified Confidential
SERIES:	None	FLSA:	Exempt
JOB CLASS CODE:	9829	WORK YEAR:	12 Months
DEPARTMENT:	Legal Services/Safe Schools	SALARY:	Range 60 Salary Schedule F
REPORTS TO:	In House Counsel, Legal Services; Director Safe Schools	HR APPROVAL:	5-1-2022
		CABINET APPROVAL:	3-16-2022, 03-14-17

BASIC FUNCTION:

Coordinate and perform highly responsible professional, technical, and intricate duties in support of Legal Services and Safe Schools Office, requiring independent judgment and analysis; plan, organize, and coordinate operating procedures, coordinate the flow of communications, assemble confidential and sensitive information related to labor relations and negotiations; and administrative support functions to relieve administrator from routine clerical duties.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below [E]. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principle job elements.)

Prepare, and manage assigned projects, including research, documentation, development, coordination, and decision making to complete assigned project. **E**

Coordinate in the preparation and development of Legal Services and Safe Schools' annual budget; analyze and review budgetary and financial data; and monitor and authorize expenditures in accordance with established guidelines. **E**

Coordinate in the development, training, implementation, and evaluation of Safe Schools' Comprehensive School Safety Plan with first responders and administrators to address California Department of Education requirements; provide guidelines regarding required Emergency Drills and ensure drills required at various levels of instruction are conducted and documented. **E**

Develop, train, implement, and evaluate a Comprehensive School Safety Plan with first responders and administrators to address California Department of Education requirements; provide guidelines regarding required Emergency Drills and ensure drills required at various levels of instruction are conducted and documented. **E**

Manage a variety of Legal Services and Safe Schools' logs, records, and files related to employment matters, confidential student related matters, complaints, lawsuits; compile information, and prepare summaries, charts, matrixes, spreadsheets, and reports. **E**

Maintain repository and/or database of current court rules. **E**

Manage receipt and processing of subpoenas and summons. **E**

Collect and assemble confidential and/or legal information, including evaluations, disciplinary matters involving personnel, and other sensitive issues relating to students and personnel. **E**

Maintain and update the Legal Services law library; review legal periodicals and material, relevant to specialty area of law, and report or circulate pertinent facts to appropriate In-House Counsel. **E**

Schedule and coordinate large and small group meetings, conferences, and appointments; secure facility and/or conference rooms and refreshments; send out notices; provide required documents as needed; arrange and schedule travel accommodations, and process reimbursements; attend meetings and record proceedings using dictation skills, and/or laptop computer, and prepare and distribute minutes. **E**

Maintain Board Policies and update in web database GAMUT. **E**

Manage and update Legal Services and Safe Schools Webpages. **E**

Draft various items that relate to District issues, substantive outlines, and other matters. **E**

Independently develop bulletins, advisories, and Board of Education agenda items with accompanying support information; maintain budget manuals and handbooks; and prepare documents for signature. **E**

Work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities. **E**

May serve on safety committees; attend and participate in other meetings as requested. **E**

Maintain an online database of current court rules. **E**

Manage and maintain the District's Emergency Management System, Rapid Responder; engage all first responders in the use of the system (Sacramento Police, Sacramento Sheriffs, Sacramento City Fire); provide training for dispatchers of all agencies involved; collaborate with Prepared Response in system evaluation and capabilities; and maintain system updates. **E**

Coordinate intake interviews and prepare information for In-House Counsel's review and approval. **E**

Manage the departments' budget; reviews and ensures accuracy of budget documents; assist in developing departments' budget, processes payment authorizations for invoices; tracks, monitors, and enters invoices, travel claims, and other expenditures, in financial database system. **E**

Coordinate investigations including contacting witnesses, scheduling interviews and drafting letters and/or reports with findings, recommendations, and conclusion in response to complaints of discrimination, sexual harassment, retaliation, Uniform Complaint Procedure, civil rights violations, student suspension and expulsion matters, and other highly confidential personnel, parent, and student investigations. Receive, screen, and route telephone calls and assist visitors; provide detailed information concerning policies and procedures and answer questions, refer to appropriate staff members; field the concerns of parents and community members; and transmit confidential or controversial information to appropriate administrator and staff. **E**

Maintain the assigned administrator(s) calendar to ensure accuracy and integrity of schedule. **E**

Conduct legal research using both computerized and traditional methods. **E**

Communicate and disseminate information to appropriate staff and/or members of the Board of Education as required. **E**

Protect confidentiality of records and information about students, staff and parents, and use discretion with sharing any such information within legal confines. **E**

Make telephone calls to verify, receive, or transmit information; open and screen incoming mail; and compose replies according to established guidelines. **E**

Compose memos, letters, flyers, charts, spreadsheets, matrixes, legal documents, and other materials independently or from rough draft. **E**

Reads and demonstrates an understanding and adherence to Districts values, policies, and practices. **E**

Prepare and manage comprehensive records; prepare reports and files including those of a confidential nature. **E**

In case of absence, may serve as alternative assistant to the Deputy Superintendent. **E**

Monitor budget expenditures, and maintain financial records and current account balances. **E**

Prepare and store documents using standard office equipment and technology including computers, scanners, copiers, and electronic storage devices; and maintain a variety of office equipment. **E**

Prepare detailed and accurate bargaining unit reports; assemble confidential and sensitive information related to labor relations and negotiations; and contact school districts for salary and benefit information. **E**

Operate a computer to input, output, update, and access a variety of records and information; generate reports, records, lists, and summaries from computer database. **E**

Provide excellent customer service by establishing positive relationships with district personnel, representatives from external organizations and others; respond to phone calls, e-mails, letters, and other communications; and lift light objects. **E**

Promote teamwork by sharing knowledge, cooperating with others, participating in meetings and work groups, and supporting the goals and objectives of the district and division. **E**

Perform related duties as assigned.

TRAINING, EDUCATION, AND EXPERIENCE:

Any combination equivalent to: associate's degree, and five years of increasingly responsible administrative experience, including at least one-year experience in a school district.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license; provide personal automobile and proof of insurance. Overall scores in

computersoftware testing program preferred as follows:

Keyboarding.....	55 Correct WPM
Word.....	80% Overall Score
Excel.....	80% Overall Score
PowerPoint.....	80% Overall Score

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Comprehensive Safe Schools Plan
- Technical aspects of field of specialty.
- Budget practices and principles.
- Applicable sections of the State Education Code, other laws, rules, and regulations related to assignedactivities.
- District organization, operations, policies, and procedures.
- Bargaining unit reports, labor relations, and negotiations.
- Operation of a computer, related software, and standard office equipment.
- Paperless electronic filing systems.
- Research methods, and report writing and recordkeeping techniques.
- Correct oral and written usage of English, grammar, spelling, punctuation, vocabulary, and composition.
- Interpersonal skills using tact, patience, and courtesy.
- Health and safety regulations.

ABILITY TO:

- Prepare detailed and accurate bargaining unit reports, and assemble confidential and sensitive informationrelated to labor relations and negotiations.
- Record or take notes at meetings, and transcribe minutes accurately.
- Operate a computer, related software, and standard office equipment.
- Research, analyze, compile, and verify data, and prepare reports.
- Read, interpret, apply, and explain rules, regulations, policies, and procedures.
- Handle multiple tasks, work under pressure, and work with priorities/deadlines subject to frequent change.
- Exercise analytical and independent judgment.
- Analyze situations accurately, and adopt an effective course of action.
- Work confidentially with discretion, and complete work with many interruptions.
- Communicate effectively, both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Work in a team environment.
- Compose correspondence and written materials independently.
- Lift light objects according to safety regulations.
- Meet state and district standards of professional conduct as outlined in Board Policy.

WORKING CONDITIONS:

SAMPLE ENVIRONMENT:

Office environment; drive a vehicle to conduct work; and constant interruptions.

SAMPLE PHYSICAL ABILITIES:

Sit for extended periods of time; dexterity of hands and fingers to operate a computer keyboard; reach overhead,above the shoulders, and horizontally, bend at the waist, and kneel or crouch to retrieve files from cabinets and shelves; hear and speak to exchange information in person or on the telephone; see

to read various documents related to assigned duties; and lift light objects.

SAMPLE HAZARDS:

Occasional contact with dissatisfied or abusive individuals referred to Administrative Services for resolution of issues.

NOTE: This job class has been designated “Confidential” by the Board of Education in accordance with the Rodda Act.

HEALTH BENEFITS: District pays a portion of the employee’s health benefits with District-offered plans.