Job Description

Director of Policy and Legal Services

Washington State School Directors’ Association

**Department:** Policy & Legal Services **FLSA:** Exempt **Updated**: April 2024

**Report to:**  Executive Director

**Supervises:**  Program Policy Specialist, Policy Assistant

**General Description and Responsibilities**

This position:

* Provides legal support to the WSSDA Board of Directors, Executive Director, all WSSDA Committees, and all WSSDA departments, including:
	+ consulting on any legal issue affecting WSSDA operations, services, and personnel;
	+ analysis of legal impact of proposed legislation;
	+ assisting with resolution of WSSDA employee disputes that have potential legal ramifications;
	+ providing oversight and guidance of agency’s response to public records requests; and
	+ advising on legal issues related to WSSDA events.
* Guides the revision and/or development of model policies, procedures, and forms, including:
	+ researching pertinent state and federal laws;
	+ researching pertinent caselaw, agency investigations, and other legal trends; and
	+ ensuring timely and accurate model policy revision and development.
* Develops and approves content material for *Policy & Legal News* quarterly magazine, including:
	+ researching, writing, and editing of material and/or
	+ supervising development of material from guest or contracted writers, and
	+ all other necessary duties as Editor-in-chief of the magazine.
* Develops and updates legal resources and guides for school boards.
* Develops and presents material, including:
	+ training for school director governance,
	+ training for school board policy adoption, and
	+ presenting before state or federal agencies regarding WSSDA’s positions on regulatory matters, such as rulemaking.
* Supervises Policy and Legal department staff and contractors, including supervising Policy Manual Review Services and associated staff.
* Coordinates and/or consults with the Attorney General’s Office regarding litigation and/or filing of amicus briefs.
* Researches and responds to policy/legal inquiries from school directors, administrators, and other educational agencies, as appropriate.
* Supports the Washington Council of School Attorneys (COSA), including:
	+ providing and/or overseeing administrative support for the COSA board,
	+ overseeing coordination of twice-yearly COSA member workshops.
* Provides leadership and administrative support for the Bylaw and Policy Review Committees as well as any other WSSDA committee, task force, or caucus as assigned by the Executive Director.
* Oversees timely update and/or maintenance of WSSDA’s operating policy manual and bylaws.
* Participates in, supports, and contributes to WSSDA’s Leadership Team.
* Reviews and/or negotiates WSSDA contracts, as needed.
* Fields media inquiries, as needed.

**Essential Functions:**

* Communicate effectively orally, in writing, and as a presenter.
* Engage in accurate and effective legal research.
* Supervise staff, maintaining a positive work environment.
* Advise on legal and policy issues using knowledge and good judgment.
* Oversee project management and plan for innovations.
* Budget resources.
* Be available for evening and weekend work, and travel by air and automobile, maintain a valid driver’s license.
* Maintain regular and timely work attendance, and availability as work load and assignments require.
* Engage in appropriate and consistent professional development.
* Work well under pressure meeting multiple and sometimes competing deadlines and at all times demonstrate cooperative behavior with colleagues and supervisors.

**Qualifications:**

* Juris Doctor Degree, required.
* Admission to the Washington State Bar and in good standing- required.
* Understanding of state education law- required.
* School district policy development experience- preferred.
* Rule and regulatory activities experience- preferred.
* Legislative strategy and analysis of education related issues- preferred.
* Leadership experience, including staff management and supervision- preferred.

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Director of Policy and Legal

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Executive Director

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Date