

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.

Director of Policy and Legal

Executive Director

Date