



# NORTH DAKOTA SCHOOL BOARDS ASSOCIATION

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I N C O R P O R A T E D

*Excellence in North Dakota public education through local school board governance*

January 2012

## **Invitation to Apply NDSBA Legal Counsel**

The North Dakota School Boards Association seeks an experienced attorney to provide legal services and direction to school boards. Starting at 15 hours/week, this at-will, part-time position involves responding to phone calls and emails from board members on a daily basis, reviewing policies, and presenting sessions on legal topics at seminars. Starting salary at 15 hours/week is \$30,000-\$40,000 based on experience and includes a Simplified Employee Pension (SEP) retirement plan. License to practice law in North Dakota is required; experience with school law and /or public employment law preferred. Apply by **March 15, 2012**. Background checks will be conducted on applicants selected for an interview.

### **ABOUT NDSBA**

NDSBA is a voluntary association of local school boards within the state of North Dakota. It is a private not-for-profit corporation that provides board member training and various other services to its member districts, including policy development and legal services.

Legal Services and Policy Services staff field over 5,000 phone calls each year from local districts with legal or policy questions. The association conducts an Annual Convention in October, including a School Law Seminar and New Board Member Seminar, and a Negotiations Seminar in February. Monthly publications include the *Bulletin* that is sent to all members and *Policy Ponderings*, sent to Policy Services members only.

NDSBA is governed by a seven-member board of directors representing geographic regions of the state. Officers and directors are elected by the Delegate Assembly at the Annual Convention. The association is funded by dues paid by the membership, fees for policy projects, registration for conferences and conventions, and fees for other services provided to individual school districts.

There are currently four full-time staff members. NDSBA recently built a new office building with up-to-date equipment and technology. The office is located at 1224 West Owens Avenue, Bismarck. For more information, go to [www.ndsba.org](http://www.ndsba.org).

### **THE POSITION**

The person selected will have self-starting abilities, a high level of motivation, a positive attitude about public education, and will be able to relate well to people. He/she must be able to listen well and speak effectively, informally and formally, and must be able to organize and present legal sessions to both small and large groups.

A job description is attached. Since this job opening is starting as a part-time position, with the potential to become full-time, NDSBA recognizes that the person hired will maintain other legal clients while being employed part-time by the association.

### **APPLICANT REQUIREMENTS**

1. Cover Letter of Application
2. Completed Application Form
3. Current Resume'

Application Deadline: **March 15, 2012.**

*P.O. Box 7128 • Bismarck, North Dakota 58507-7128  
1-800-932-8791 • (701) 255-4127 • FAX (701) 258-7992  
[www.ndsba.org](http://www.ndsba.org)*

## **NDSBA LEGAL COUNSEL**

### **JOB DESCRIPTION**

**POSITION SUMMARY:** Works for the Executive Director in providing legal services for the North Dakota School Boards Association to public school districts in the state.

#### **PRIMARY ESSENTIAL JOB FUNCTIONS:**

1. Assist school districts with legal questions via phone and email on a daily basis.
2. Provide legal review of policies impacted by new legislation and other new school policies developed by NDSBA.
3. Provide legal review of Policy Services monthly newsletter.
4. Organize the annual Negotiations Seminar for school board members, including preparing and updating presentation materials.
5. Organize the annual Council of School Attorneys School Law Seminar.
6. Travel to school districts statewide for the purpose of presenting on legal topics and assisting with legal matters.

#### **SECONDARY ESSENTIAL JOB FUNCTIONS:**

1. Assist in development of and legal revisions to NDSBA publications.
2. Write a legal Q and A for the *Bulletin* at least six times/year.
3. Present sessions at the Annual Convention that provide attendees with current information on specific legal topics.
4. Serve as a registered lobbyist for the association; research legislative bills and identify areas of law that may need legislative amendments.
5. Legally review unemployment claims as needed and represent schools at Job Service unemployment hearings.
6. Develop strategies for non-dues revenue and determine how other states have established this aspect of their Legal Services Program.
7. Review and advise on contracts to which NDSBA is a party.

8. Attend the annual National Council of School Attorneys School Law Seminar.

**OTHER JOB REQUIREMENTS:**

1. Maintain positive relationship with coworkers by offering to assist others, promoting teamwork, sharing information, and exhibiting a positive image and outlook.
2. Perform other duties as may be assigned by the Executive Director of NDSBA.

**QUALIFICATIONS:**

1. Law degree.
2. License to practice in federal courts and all state courts of North Dakota.
3. Experience in some aspect of school law and/or public employment law.
4. Excellent oral and written communication skills.
5. Proficient in word and data processing with experience in Windows environment.
6. Ability to work as a team member.
7. Proficient in establishing and maintaining effective internal and external working relationships.
8. Join and maintain membership in the North Dakota Bar Association, the North Dakota Council of School Attorneys, and the National Council of School Attorneys.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

1. Able to speak to small and large groups with clarity and proficiency.
2. Able to travel.
3. Excellent written and oral communication skills with attention to detail.
4. Public speaking experience.
5. Excellent proofreading and editing skills.
6. Works well under deadlines.
7. Service-oriented with a positive attitude.