VACANCY ANNOUNCEMENT

July 17, 2023

HCPS is committed to recruiting and retaining effective and diverse educators and staff to build a climate of student success and improve learning experiences for every child in every classroom.

DEPUTY GENERAL COUNSEL

Deputy General Counsel reports directly to and assists the General Counsel in providing legal services, advice and representation to the Superintendent, Board of Education, administrators, and other Harford County Public Schools (HCPS) staff regarding all legal matters pertaining to HCPS, including, but not limited to, the following:

**DUTIES AND RESPONSIBILITIES INCLUDE**

- Provides legal opinions and advice to the Superintendent and Senior Staff on a regular basis, and to the Board as requested.
- Provides legal advice to HCPS administrators and other employees, as requested.
- Represents HCPS in federal or state courts or in administrative hearings in trials, hearings, and appellate matters, including Education Article Section 4-205 appeals.
- Services as liaison regarding matters to external HCPS counsel.
- Leads and/or participates in system-wide cross-functional teams including providing legal counsel.
- Provides advice and analysis regarding federal and state legislation, regulations, court decisions, and Maryland State Board of Education opinions relevant to HCPS.
- Prepares and reviews contracts, leases, and other legal documents. Serves as a primary liaison with the Procurement Office.
- Responds to subpoenas, requests to include: Student Record subpoenas and release of information requests, Equal Employment Opportunity Commission complaints, Office of Civil Rights complaints, etc.
- Responds to inquiries related to custody/parental rights issues impacting the educational setting.
- Provides advice and representation in matters regarding special education and Section 504.
- Serves as liaison to the Board of Education Ethics Panel.
- Develops and manages revisions to HCPS policies and regulations, as well as district-wide handbooks and guidance documents.
- Develops and conducts appropriate in-service activities and trainings for staff on education law, employment law, and emerging legal issues and trends.
- Presents policies to the Board of Education for review and final action as assigned.
- Provides advice of counsel and legal representation on contractual and labor related issues.
- Trains administrators, supervisors, office and school-based staff on implementation of HCPS policies and regulations, and state and federal regulations.
- Responds to Public Information Act requests.
- Performs other work-related duties as assigned.

**OTHER RESPONSIBILITIES**

**SALARY**

This is a twelve-month position with fifteen (15) days of annual leave. Salary range based on the FY 2023-2024 AHCATSP Salary Schedule for Non-Certificated, Technical, and Supervisory Personnel.

- Grade H Salary Range: $114,436 - $150,995
REQUIREMENTS

- Graduation from an accredited school of law and admission to the Bar of the State of Maryland.
- Seven years of transactional/contract law experience.
- Experience as an attorney in trials and administrative hearings and appeals.
- Substantial knowledge and experience in the following subject matters:
  - Individuals with Disabilities Education Act (“IDEA”);
  - Section 504 of the U.S. Rehabilitation Act of 1973;
  - Americans with Disabilities Act (“ADA”);
  - FERPA;
  - Education Law;
  - Title VII of the Civil Rights Act;
  - Title IX of Education Amendment of 1972;
  - Open Meetings Act (“OMA”);
  - Maryland Public Information Act (“MPIA”)
- Proficient in the use of Microsoft Office software programs and eLearning platforms.
- Experience with database systems, reporting and data analytics, preferred.
- Demonstrated effective leadership, decision-making, and problem-solving skills.
- Hold and maintain a valid driver's license to carry out the essential functions of the position.
- Excellent planning and organizational skills.
- Excellent interpersonal and oral/written communication skills.
- Demonstrated knowledge of culturally responsive pedagogy.

HOW TO APPLY

Employment applications are accepted online only. To access the online application site, visit the Current Job Openings section of the HCPS website at www.hcps.org. If you have questions or require assistance, please contact the Human Resources Office at 410-588-5226.

DEADLINE

Online applications will be accepted for this vacancy until the position is filled. Candidates who apply by 11:59 PM July 26, 2023 will receive first consideration.

The Board of Education of Harford County does not discriminate on the basis of age, ancestry/national origin, color, disability, pregnancy, gender identity/expression, marital status, race, religion, sex, or sexual orientation in matters affecting employment or in providing access to programs and activities and provides equal access to the Boy Scouts and other designated youth groups.

In accordance with the requirements of Title IX of the Education Amendments of 1972 (20 U.S.C. §1681, et seq.), Harford County Public Schools does not discriminate on the basis of sex in any of its programs or activities or with regard to employment. Inquiries about the application of Title IX, and its implementing regulations to Harford County Public Schools involving students, refer to: Ken Miller, 102 South Hickory Avenue, Bel Air, MD 21014 at (410)375-0408 or Kenneth.Miller@hcps.org; Involving all other members of the school community, refer to: Renée McGlothlin, Harford County Public Schools Title IX Coordinator, by mail to 102 S. Hickory Avenue, Bel Air, Maryland 21014, or by telephone to 410-588-5247 or by email to Renee.McGlothlin@hcps.org, or the Assistant Secretary for the Office of Civil Rights in the United States Department of Education by mail to 400 Maryland Avenue, SW, Washington, DC 20202 or by telephone 1-800-421-3481, or both.

This document is available in alternative form upon request. To request disability-related reasonable accommodations, please notify a staff member in the Human Resources Office at the time you are contacted for an interview.

AFFIRMING EQUAL EMPLOYMENT IN PRINCIPLE AND PRACTICE