

## Job Description

**Job Title:** Director of Legal Services  
**Position Code:** 1E25, AE25  
**Job Classification:** Exempt

**Supervisor:** Superintendent  
**Pay Grade:** 51  
**Contract Length:** 193 Days

### Job Summary

Position is responsible for providing professional legal counsel to the Superintendent and school division staff.

### Essential Duties

1. Advises the Superintendent and division staff as directed by the Superintendent in matters of a legal or technical nature relating to the interpretation or application of statutes, charters, ordinances, contracts, and federal and state regulations.
2. Prepares and renders legal opinions upon request to the Superintendent and the staff as authorized.
3. Provides legal assistance in the drafting of legal documents, rules and regulations, resolutions, applications, and all other legal or quasi-legal papers upon request and the review of contracts.
4. Provides legal assistance in the drafting of state legislation proposed by the District for presentation to the State Legislature.
5. Attends meetings of the Board as required.
6. Maintains thorough and current knowledge of federal and state laws, rules and labor relations case law concerned with collective bargaining and employee relations.
7. Develops and implements administrative staff development in relevant legal areas as requested.
8. Serves as a source for informal, preventative legal counseling for administrative staff.
9. Periodically reviews Board policies and administrative processes and advise the Superintendent on matters that need attention.
10. Responds to inquiries from parents, the media, and the community regarding specific problems, disputes, and community issues as requested by the School Board, Superintendent, and/or staff.
11. Prepares or oversees the preparation of all required reports and maintain appropriate records.
12. Provides leadership and direction for the assigned area(s) of responsibility.
13. Models nondiscriminatory practices in all activities.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

### Other Duties

1. Initiates and maintains effective liaisons with other school divisions and professional societies to maintain a current knowledge in secondary education.
2. Performs any other related duties as assigned by the Superintendent or other appropriate administrators.

### Job Specifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

### Minimum Qualifications (Knowledge, Skills and/or Abilities Required)

Must be a member of the Virginia Bar and have at least ten (10) year legal experience. Knowledge of labor law, and school personnel law in Virginia, as well as other state and federal laws pertaining to education. Other requirements include knowledge of personnel evaluation protocol and other personnel procedures, skill in human interaction and conflict management, ability to plan, organize and prioritize, ability to analyze, interpret, and use data in decision-making, ability to communicate verbally and in writing with a variety of audiences, ability to interpret policy and law, ability to develop policies, procedures and standards for services offered, ability to accurately interpret state and federal regulations and school policies, ability to maintain complete and accurate records and statistics and to develop meaningful reports from that information, ability to effectively express ideas

orally and in writing, ability to make oral presentations before large groups of people, ability to exercise considerable tact and courtesy in frequent contact with the public, ability to establish and maintain effective working relationships as necessitated by work assignments. Must be skilled in the use of common office machines and popular computer-driven word processing, spreadsheet and file maintenance programs.

**Working Conditions & Physical Requirements**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions. Must have the ability to sit and stand for extended periods of time; exhibit manual dexterity to dial a telephone, to enter data into a computer terminal; to see and read a computer screen and printed material with or without vision aids; hear and understand speech at normal levels; physical agility to lift up to 25 pounds; to bend, to stoop, to sit on the floor, to climb stairs, to walk and to reach overhead.

**Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties are normally performed in an office or school environment. The noise level in the work environment is usually moderate.

**Supervision Exercised:** None

**Supervision Received:** Superintendent

***This job description in no way states or implies that these are the only duties to be performed by this employee. The Director of Legal Services will be required to follow any other instructions and to perform any other related duties as assigned by the Superintendent, or appropriate administrator. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.***

**Approvals:**

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date

**I acknowledge that I have received and read this job description.**

\_\_\_\_\_  
Employee Name (Print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Revised 08/2025