



# Notice of Vacancy

---

## Senior Assistant Legal Counsel

Oregon School Boards Association  
1201 Court St., N.E., Suite 400  
Salem, OR 97301

---

Oregon School Boards Association (OSBA) is dedicated to improving student success and education equity through advocacy, leadership, and service to Oregon public school boards. OSBA is a non-profit corporation whose members include school districts, education service districts and community colleges.

OSBA strives to create welcoming and inclusive environment that values the diversity of our staff and our members. We promote fairness and equity to create a workplace environment where everyone is treated with respect and has a voice.

We are interested in finding the best candidate for the job, and that candidate may be one who comes from a less traditional background. We have seen the research that indicates people of color and women hesitate to apply for jobs unless they feel they meet all of the job qualifications. We encourage you to apply, even if you do not believe you meet every one of the qualifications. You may be exactly who OSBA needs.

Step inside our world and you'll find one passionate leader after another working together in a spirit of collaboration that is simply contagious. The dynamic individuals who belong to the OSBA family are committed to excellence – for our members and the students our members serve.

One of the ways in which OSBA serves its members is through its Property and Casualty Coverage for Education (PACE) insurance trust. Members of the PACE trust have access to high-quality legal advice through a preventive legal (“pre-loss”) program. The Assistant Legal Counsel position at OSBA is primarily responsible for providing legal services to members through the PACE program.

Thank you for your interest in OSBA. If you are unsure whether you meet the qualifications of this position, or how this would be determined, please feel free to contact Human Resources to discuss your application.

### **General Position Description:**

Works under the supervision of and reports to the Chief Legal Counsel/Director of Legal Services. Provides quality, effective legal services for PACE members by providing legal advice and training as well as legal advice and support to other OSBA departments. Performs other duties as assigned by the Chief Legal Counsel/Director of Legal Services, Deputy Executive Director or the Executive Director.

### **Salary Range:**

Commensurate with experience and background, with a salary range of \$95,000 - \$140,000.

### **Employee Benefits:**

Medical, dental, vision, life, and disability insurance. OSBA also participates in Oregon Public Employees Retirement System (PERS) and pays the employee's contribution.

An Equal Opportunity Employer

**Work Location:**

OSBA offices are located in Salem, Oregon. However, in an effort to attract top-quality candidates, OSBA will consider candidates who would work remotely from another part of Oregon.

**Essential Job Functions:**

Provides legal advice to member school districts, charter schools, community colleges and Education Service Districts on a range of legal issues including but not limited to: labor and employment matters, public record and public meetings, student records issues, review of contracts, waivers, student disciplinary procedures and other issues which give rise to potential legal liability for members.

May represent PACE members in litigation in Oregon state and federal courts and administrative proceedings as assigned by the Chief Legal Counsel/Director of Legal Services. May serve as assistant or primary counsel in representing members in matters covered under the PACE insurance contract.

Remains current on developing issues and changes in relevant rules or laws to inform and helps OSBA members through written legal updates on impact and implementation.

Provides legal support to OSBA departments as assigned.

Assists OSBA and PACE in developing and presenting statewide topical workshop programs for members.

Develops individualized workshops for members as assigned.

Works independently in such a manner which advances the OSBA's goal of quality service delivery to OSBA members.

Communicates effectively with members (e.g., board members, district or college staff and others) within the course of work.

**Physical Qualifications:**

The work is primarily sedentary but involves some standing. The tasks include seated work, some light carrying, manual dexterity and bending and lifting. The employee is occasionally required to drive and travel throughout the state. Limited out of state travel on occasion.

**Minimum Job Qualifications:**

Law degree from an ABA accredited law school. Active member of the Oregon State Bar or eligible to be licensed to practice within a short period of time. Background in employment law required. Experience with public sector representation generally and with education law highly preferred. Experience in, or knowledge of, the Oregon public education system or similar government operations is preferred.

10 or more years as a practicing attorney or 5 or more years experience in school law is required for the Senior Assistant Legal Counsel position. 10 or more years' experience advising clients/organizations on employment related topics (e.g., Title VII, retaliation, family leave) preferred. Experience with public sector legal issues (e.g., public meetings, public records), and/or school and education law (e.g., Title IX, Section 504, student records) preferred.

Experience in civil litigation and knowledge of Oregon state and federal rules of court is preferred.

**To apply submit the following materials:**

1. A cover letter;
2. Current resume.

**Reasonable Accommodations:**

Reasonable accommodations for the application and interview process will be provided upon request and as required in accordance with the Americans with Disabilities Act of 1990. Applicants with disabilities may contact OSBA at 588-2800 for additional information or assistance. Applicants with speech or hearing-impairments may contact OSBA for assistance through the Oregon Telecommunications Relay Service by dialing 1-800-735-2900.

**For an application contact:**

Oregon School Boards Association  
1201 Court St., NE, Suite 400  
Salem, Oregon 97301  
Phone: 503-588-2800  
Fax: 503-588-2813  
[www.osba.org/jobs](http://www.osba.org/jobs)

**Hiring Schedule:**

Closing Date: Open until filled.  
Commence Work: To be determined

**Send materials to:**

[cdavidson@osba.org](mailto:cdavidson@osba.org)