



Notice of Vacancy

Staff Attorney

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

Oregon School Boards Association (OSBA) is a membership organization composed of school districts, community colleges, charter schools, and education service districts and is dedicated to improving student achievement through advocacy leadership and service to locally elected, volunteer Oregon school boards.

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 Staff Attorney position at OSBA is primarily responsible for providing legal services to members through the PACE pre-loss program

Supervision/General Position Description

Works under the supervision of and reports to the Director of Litigation 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 Director of Litigation Services, Deputy Executive Director or the Executive Director.

Salary Range:

Commensurate with experience and background, starting at \$80,000 - \$90,000.

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.

Essential Job Functions:

- Provides legal advice to member school districts, charter schools, community colleges and Education Service Districts on a range of legal issues under the Property and Casualty Coverage for Education (PACE) preventive legal ("pre-loss") program. PACE "pre-loss" program includes but is not limited to: labor & employment matters, student records issues, review of contracts, waivers, potential disciplinary and dismissal of employees, student disciplinary procedures and other issues which give rise to potential legal liability for PACE members.
- Provides support to litigation attorneys as assigned by the Director of Litigation, to represent the interests of PACE members in litigation. May serve as primary counsel in representing PACE members with regard to BOLI, EEOC, or OCR civil rights complaints or other matters covered under the PACE insurance coverage contracts.
- 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.

An Equal Opportunity Employer

Essential Job Functions (continued)

- 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 OSBA and PACE 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 OSBA and PACE 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 school law/employment law/public sector 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.

Three (3) to five (5) years experience in advising clients/organizations on public sector legal issues (e.g. public meetings, public records), school and education law (e.g., Title IX, Section 504, student records) and/or employment related topics (e.g., Title VII, retaliation, family leave) is preferred.

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

To apply:

Submit the following materials to:

1. A cover letter;
2. A completed application form;
3. Names and contact information for 3 references;
4. 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. Disabled persons may contact OSBA at (503) 588-2800 for additional information or assistance. Speech or hearing-impaired persons 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

Hiring Schedule:

Closing Date: Open until filled.
Interviews: Screening begins March 27, 2017
Commence Work: To be determined