

**AL COOKSEY**  
Superintendent of Schools  
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Fax: 850-342-0108

## Jefferson County School Board

Inspire...Learn...Achieve

1490 W. Washington Street  
MONTICELLO, FL 32344  
[www.jeffersonschooldistrict.org](http://www.jeffersonschooldistrict.org)



### **RE-ADVERTISEMENT FOR CONTRACTED LEGAL SERVICES**

The Jefferson County School Board seeks an individual to provide direct and professional legal counsel and representation to the School Board as the School Board attorney on a contracted basis.

Responsibilities and duties of the School Board Attorney include, but are not limited to:

- Rendering oral or written legal opinions and giving legal advice to the School Board, Superintendent and other departmental and school site administrators on legal questions pertaining to school business;
- Representing the School Board as legal counsel in all litigation, suits or actions instituted by or against the School Board, except where otherwise covered by insurance;
- Coordinating outsourced legal services as needed pursuant to School Board policy or at the direction of the School Board;
- Attending all meetings of the School Board, disciplinary hearings, and workshops;
- Providing legal assistance in the drafting and review of legal documents, policies, procedures, resolutions, applications, legal notices, advertisements and all other legal or quasi legal papers upon request;
- Preparing or approving as to form all contracts entered into on behalf of the School Board;
- Advising the School Board on the purchase, sale, lease or disposition of real and physical property;
- Maintaining competence and render legal advice and representation in all areas of school law, including but not limited to IDEA/ESE, constitutional issues, administrative law issues, discipline, land use, growth management, contracts, litigation, eminent domain, basic real estate and civil litigation;
- Perform any other duties consistent with the legal needs of the School Board and School District as the School Board may require.

Candidates must be a member in good standing with the Florida Bar and have a minimum of five (5) years' experience in the practice of law. In addition, candidates should have general knowledge of administrative law (specific knowledge of education law is preferred), as well as the ability to analyze, appraise and organize facts, evidence and precedents in preparing legal opinions and write contracts, policies, procedures and rules. Interested firms or individuals are invited to submit a cover letter, resume, fees and firm profile to The Jefferson County School Board, Attn: School Board Attorney Advertisement, 1490 West Washington Street, Monticello, Florida, 32344 by 5:00pm, Thursday, June 23, 2016.

Please be advised that the School Board will meet in a Workshop scheduled for Tuesday, June 28, 2016 at 5:00pm to discuss School Board Attorney selection. Interested firms or individual are invited to attend and give a short presentation. At 6:00pm, The School Board will convene a Special Meeting where the School Board will vote to select a School Board Attorney with whom to negotiate a contract for the 2016-2017 fiscal year.

### **BOARD MEMBERS**

**DISTRICT 1**  
PHIL BARKER

**DISTRICT 2**  
SANDRA SAUNDERS

**DISTRICT 3**  
SHIRLEY WASHINGTON

**DISTRICT 4**  
LARRY HALSEY

**DISTRICT 5**  
CHARLES BOLAND