

Deputy General Counsel

About the Education Achievement Authority: Under the new leadership of the Chancellor, the EAA is committed to being a system of high-performing schools and not a school system. We believe that ALL of our students can and will achieve. We are always looking at ways to improve while enhancing the great work that our teachers, leaders and support staff do on a daily basis. Join our team!

Currently, the EAA runs fifteen schools of which twelve are direct-run and three are operated by a charter.

JOB TITLE: Deputy General Counsel

REPORTS TO: General Counsel

Summary of Position:

As directed by the General Counsel, the Deputy General Counsel will provide legal counsel and representation for the Education Achievement Authority, the Chancellor, and staff on a variety of critical school system matters. The Deputy General Counsel will be responsible for preparing and rendering legal opinions concerning the powers, functions, jurisdiction, and procedures of the EAA; litigating legal matters in which the EAA is involved; and providing legal counseling services to central teams.

Minimum Qualifications:

- 5+ years of legal experience
- Knowledge of legal matters related to school systems (i.e. contracts, special education, labor relations)
- Strong communicator, writer, speaker and listener
- Ability to build trusting relationships
- Organizational skills and ability to manage numerous cases under pressure.
- Demonstrated ability to take ownership of and solve problems, to expeditiously assess issues, and provide sound legal advice.
- Commitment to ensuring that all students have access to high quality educational options
- Bachelor's degree and Juris Doctor required
- Admission to the State Bar of Michigan

Responsibilities and Essential Functions:

- Draft and revise memoranda, opinions, contracts, rules, policies, and other documents to meet the needs of the school system overall and individual organizational units.
- Prepare and render legal opinions concerning school system powers, functions, jurisdiction and procedures and provide other legal and research services to the Chancellor and administrative staff.

- Prepare and conduct litigation and administrative law hearings and perform all related activities in order to represent most effectively the interests of the EAA.
- Represent the EAA in collective bargaining activities, such as grievance arbitration, contract negotiations, and disciplinary and other related hearings.
- Write, review, and approve contracts for the District, including vendor contracts and State and federal grant application agreements.
- Represent the EAA in hearings and proceedings before federal, State and local bodies as requested.
- Provide legal assistance and advice to charter schools and provide assistance in the development of charter school policies and procedures.

Filing Deadline: Posted until filled

Salary: Commensurate with experience

Length of work year: Twelve (12) Months

Effective Date: September 1, 2014

Method of Application: All interested candidates should submit a current resume via e-mail to:

eaajobs@eaaofmichigan.org

The Education Achievement Authority does not discriminate against, deny benefits to or exclude participation by any person in its programs, activities or employment on the basis of age, race, sex, color, national origin, creed, religion or handicap.