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**JOB DESCRIPTION: GENERAL COUNSEL**

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<b>DEPARTMENT:</b>	Executive	<b>REPORTS TO:</b>	Board of Trustees
<b>JOB CLASS:</b>	General Counsel	<b>PAY GRADE:</b>	Contract
<b>EXEMPT STATUS:</b>	Exempt	<b>DATE:</b>	07/26/2012

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***Our Mission is to deliver a high quality, technology-based education that provides the skills and knowledge students need for success.***

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**POSITION GENERAL SUMMARY:**

The General Counsel provides proactive legal services to the Florida Virtual School Board of Trustees (Board), the President/CEO, and Florida Virtual School (FLVS) administration. General Counsel assists the Board of Trustees in the legal performance of their duties and fair and just discharging of such obligations to students, employees, and the public. General Counsel also provides oversight of litigation, legal opinions, policies, and contract interpretation.

**ESSENTIAL POSITION FUNCTIONS:**

- Monitor and coordinate work performed by any outside legal counsel; review and approve work of outside counsel in the provision of legal services to FLVS
- Serve as a parliamentarian at Board meetings and act as legal advisor to the Board at quasi-judicial hearings
- Review and recommend to Board and/or President/CEO appropriate changes to policies, contracts, and procedures to ensure compliance with applicable federal and state laws and Department of Education rules and policies
- Coordinate the preparations of legal opinions and the dissemination of information related to such opinions
- Coordinate the planning and implementation of in-service training on legal issues
- Conduct and oversee legal research, prepare and render legal opinions and answer legal questions as requested by the Board, President/CEO and FLVS administration
- Attend and provide legal advice at all public and closed door meetings of the Board
- Provide reports to the Board and/or President/CEO on pending litigation
- Make recommendations to the President/CEO and/or Board for the employment of other attorneys and applicable staff
- Provide input into developing the budget for the office of General Counsel and approve department expenditures; adhere to a department-based budget
- Analyze, review, and provide guidance on legal implications of long and short-term policies for departments of FLVS
- Assist in the implementation of controls necessary to maintain adopted policies and procedures
- Provide legal oversight and review for activities related to leases, land, and fixed assets, including the development and implementation of management plans for land acquisition, disposition, planning, and capital improvements
- Lead and manage assigned direct reports; Evaluate the Board-Legal department structure for continual improvement in efficiency and effectiveness of the group, as well as ensuring team members have access to professional and personal growth within the organization

- Meet professional obligations through efficient work habits such as, meeting deadlines, honoring schedules, coordinating resources and meetings in an effective and timely manner, and demonstrate respect for others
- All work responsibilities are subject to having performance goals and/or targets established

*(These essential functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related duties as required.)*

#### **MINIMUM REQUIREMENTS:**

##### ***Education/Licensure/Certification:***

- Doctor of Jurisprudence from an accredited law school
- Member in good standing of the Florida Bar

##### ***Experience:***

- Ten years' as a practicing attorney with significant experience in educational, governmental and/or administrative law
- Eight years' leading, managing and/or supervising others
- Experience in strategic, high-level senior management responsibilities

##### ***Knowledge, abilities and skills:***

- Thorough knowledge of state federal laws and regulations pertaining to public education
- Ability to represent the President/CEO, Board, as well as FLVS staff, in complex litigation, administrative proceedings and arbitrations
- Thorough knowledge of the modern principles and practices of management as applied to the educational field
- Ability to plan, direct, and supervise the work of subordinate employees
- Ability to establish and maintain effective working relationships
- Effective verbal and written communication
- Solid teamwork and interpersonal skills
- Ability to work with and through people to establish goals, objectives, and action plans

#### **CORE COMPETENCIES FOR SUCCESS:**

<p style="text-align: center;"><b>COMMUNICATION SKILLS</b></p> <p><i>Clearly and effectively conveys and/or presents information verbally; Shares ideas and perspectives and encourages others to do the same; Writes in a clear, concise, organized and convincing way for the target audience; the message has a distinct beginning, middle and end and is error-free; Informs others involved in a project of new developments; Disseminates information to other employees, as appropriate; effectively uses multiple channels to communicate important messages; Keeps supervisor well informed about progress and/or problems</i></p>	<p style="text-align: center;"><b>INTERPERSONAL SKILLS</b></p> <p><i>Relates well with others; treats others with respect; Shares views in a tactful, considerate way; Demonstrates diplomacy by approaching others about sensitive issues in non-threatening ways; Considers and responds appropriately to the needs, feelings and capabilities of others in various situations or settings; Fosters an environment conducive to open, transparent communication among all levels and positions; Takes the initiative to get to know internal and external customers; Effectively handles challenging or tension-filled situations</i></p>
<p style="text-align: center;"><b>CUSTOMER FOCUS</b></p> <p><i>Prioritizes customers (internal and external) and their needs as primary; Develops and maintains customer relationships; builds credibility and trust; Quickly and effectively solves customer problems; Provides prompt, attentive service in a cheerful manner; adapts to changing information,</i></p>	<p style="text-align: center;"><b>FUNCTIONAL EXPERTISE</b></p> <p><i>Has the skills, abilities, knowledge and experience to be successful in functional area of expertise; Dedicates time and energy to keeping abreast of the latest information related to area of expertise; Approaches problems resourcefully and creatively; actively pursues information related to problems;</i></p>

<i>conditions or challenges with a positive attitude; Incorporates customer feedback into delivery of service to provide the best experience possible for the customer; Actively promotes FLVS in community by serving as a FLVS ambassador or volunteer</i>	<i>effectively generates solutions in a timely manner; Embraces and utilizes new technologies; Produces high quality work in organized and timely fashion; Manages time and priorities effectively</i>
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#### **CO/VP COMPETENCIES FOR SUCCESS:**

<p><b>MANAGING VISION &amp; PURPOSE</b>  <i>Communicates a compelling and inspired vision or sense of core purpose; Is consistently optimistic; Creates mileposts and symbols to rally support behind the vision; Can inspire and motivate entire departments; makes the vision shareable by everyone; Talks beyond today; speaks of possibilities</i></p>	<p><b>INNOVATION MANAGEMENT</b>  <i>Is good at bringing the creative ideas of others to market; Has good judgment about which creative ideas and suggestions will work; Has a sense about managing the creative process of others; Can facilitate effective brainstorming; Can project how potential ideas may play out in the marketplace</i></p>
<p><b>NEGOTIATING</b>  <i>Negotiates skillfully in tough situations with both internal and external groups; Can be both direct and forceful as well as diplomatic; Gains trust of other parties to the negotiations quickly; Has a good sense of timing; Persuades others to adopt or build on ideas or recommendations; Facilitates “win-win” situations; Advocates position effectively; engages in healthy, constructive debate and dialogue</i></p>	<p><b>PERSPECTIVE</b>  <i>Looks toward the broadest possible view of an issue/challenge; has broad-ranging personal and business interests and pursuits; Can easily pose future scenarios; Thinks globally; Can discuss multiple aspects and impacts of issues and project them into the future</i></p>
<p><b>STRATEGIC AGILITY</b>  <i>Formulates objectives, priorities and plans consistent with long-term vision; perceives the impact and implications of strategic decisions; Capitalizes on strategic opportunities and manages risks; Considers the impact of political, economic, social, technological, environmental, and legal trends to help inform strategic decisions; Anticipates potential political or competitor threats to the organization; seeks out political or competitor opportunities for the organization; Can create competitive and breakthrough strategies and plans; Is future oriented and can see ahead clearly; Can articulately paint credible pictures and visions of possibilities and likelihoods; Aligns organizational structure to support strategic direction</i></p>	

#### **PHYSICAL REQUIREMENTS AND ENVIRONMENTAL CONDITIONS:**

- Location: Orlando VLC
- Frequency of travel: Occasional travel is required for meetings, trainings and conferences; location may vary and may require overnight stays
- Light physical activities and efforts required working in an office environment  
*(Reasonable accommodations will be made in accordance with existing ADA requirements for otherwise qualified individuals with a disability.)*

*FLVS does not discriminate in admission or access to, or treatment or employment in its programs and activities on the basis of race, color, religion, age, sex, national origin, marital status, disability, genetic information or any other reason prohibited by law.*