

Job Title:	General Counsel
Job Code:	LEM023
Apply by:	Until filled
Location:	1470B Twin Towers East, Atlanta, Georgia 30334
Program/Unit:	State Charter Schools Commission of Georgia
<p>Under limited supervision, the General Counsel provides legal services to the State Charter Schools Commission and Executive Director. The General Counsel reports directly to the Executive Director and provides legal guidance and counsel in executive and policy decision-making and serves as a member of the Executive Director's leadership team.</p> <p>The General Counsel provides advice and counsel concerning compliance with federal and state statutes and regulations affecting elementary and secondary schools, governmental entities, and nonprofit organizations. This requires preventative legal services and legal representation in the monitoring and resolving of disputes and intricate matters, including those that may lead to litigation. The General Counsel coordinates with the Attorney General's Office as necessary and leads all legal matters at the direction of the Commission and Executive Director. Given the unique nature of secondary education in the regulatory environment of state charter schools, a significant portion of the General Counsel's duties may relate to complex problem-solving to resolve matters that may be an obstacle to state charter school success. Specific duties of the General Counsel include, but are not limited to, the following:</p>	
Description of Duties:	<ul style="list-style-type: none"> • Providing advice, counsel, and legal support to the Commission and Executive Director; • Overseeing and directing the Commission's legal team; • Drafting, reviewing and negotiating contracts and agreements; • Maintaining an appropriate framework for internal control to evaluate and protect the agency's interests and reduce risk; • Developing, administering, and interpreting all policies and procedures; • Overseeing the administration of the agency's operations for compliance with applicable law; • Providing legal and operational training to key stakeholders, including state charter schools; • Ensuring the agency's compliance with open meetings and open records obligations; and • Serving as the Chief Ethics Officer for the Commission; • Serving as the agency's liaison to the Office of the Attorney General; • Engaging with stakeholders to promote the agency's objectives; • Supporting the professional growth and development of Commission's legal team; • Effectively managing other duties as assigned.
Essential Qualifications:	<ul style="list-style-type: none"> • Juris Doctor degree from an accredited law school and admitted to practice law in the State of Georgia. • Eight years of experience in educational law, charter schools, contract negotiation, statutory interpretation, and Open Records/Open Meetings Act. Note: An equivalent combination of education and job specific experience that provided the knowledge, experience and competencies required to successfully perform the job at the level listed may be substituted on a year-over-year basis. • Experience managing or supporting leadership in controversial and high-profile matters. • Ability to work collaboratively and communicate effectively with multiple and diverse stakeholders. • Demonstrated commitment and contribution to fostering and advancing high-quality educational programming for students.
Salary/Benefits:	Pay grade Q – Hiring salary is commensurate with current employment, relevant education/training and work experience, and available funding. Benefit options include life, disability, dental and health insurance, annual/sick leave, and Employees' Retirement or Teachers' Retirement.

The application requires the submission of a resume or curriculum vitae, a cover letter explaining your interest, the contact information for two references, and a brief writing sample (no more than 10 pages).

Please submit applications via email to darcy.callaway@scsc.georgia.gov with "General Counsel" in the subject line. Applications that do not contain all required documents will not be reviewed.

Applications/resumes will be evaluated and only those meeting the qualifications will be considered. Top candidates will be contacted for interviews. No notification will be sent to applicants except those who are selected for interviews. Due to the large volume of applications received by this office, we are unable to provide information on your application status. Consideration/interviews will be held on a rolling basis.

It is the policy of the Georgia Department of Education not to discriminate on the basis of race, color, sex, national origin, disability, or age in its employment practices.

In accordance with Public Law 99-603, also known as the Immigration Reform and Control Act of 1986, the Department of Education employs only U.S. citizens and lawfully authorized alien workers. All persons hired by the Georgia Department of Education are required to verify identity and employment eligibility and must agree to undergo drug screening and a criminal background investigation.