



**SPECIAL MEETING
OF THE WOCCE SUPERINTENDENTS' COUNCIL
WEST ORANGE COUNTY CONSORTIUM FOR SPECIAL EDUCATION**

Huntington Beach Union High School District
5832 Bolsa Avenue, Huntington Beach, CA 92649

**JUNE 14, 2018
11:00 AM**

SPECIAL MEETING AGENDA

1. **Call to Order**
2. **Pledge of Allegiance**
3. **Approval of Agenda (Action)** M _____
2nd _____
V _____

It is recommended that the agenda for the May 16, 2018 Regular Meeting of the WOCCE Superintendents' Council be approved.
4. **Public Comments**

Anyone desiring to address the WOCCE Superintendents' Council may request to do so at this time. Five minutes will be allotted each person at the time he or she speaks. Please speak from the podium.
5. **Approval of Job Description and Pay Scale** M _____
2nd _____
V _____

It is recommended that the job description and pay scale for the WOCCE General Counsel – Special Education position, be approved.
7. **Adjournment (Action)** M _____
2nd _____
V _____

WOCCSE GENERAL COUNSEL – SPECIAL EDUCATIONDEFINITION

Under general direction plans, organizes, and provides direct professional legal counsel and advice for legal matters, and representation for the West Orange County Consortium of Special Education (WOCCSE/SELPA) and its five member school districts in special education on matters as legal counsel; prepares and conducts legal research, analysis, litigation and administrative law hearings as directed by WOCCSE; and performs other duties as required.

CLASS CHARACTERISTICS

The incumbent confers with, advises and render legal opinions for WOCCSE on areas of the law including, but not limited to, special education, student rights and responsibilities, student discipline, litigation and administrative hearings, federal appeals, the Americans With Disabilities Act, issues related to the Office of Civil Rights and Section 504 of the Rehabilitation Act, and other legal matters relating to the daily conduct of WOCCSE's business. Attendance at meetings and travel to meetings in and out of the District is required. Position is exempt from overtime.

LICENSES AND OTHER REQUIREMENTS

Active membership and good standing the State Bar of California throughout employment in this classification.

Valid California driver's license.

JOB DUTIES

Provides counsel and advice for legal matters, compliance, potential cases, appeals and proceedings concerning WOCCSE in areas of the law including, but not limited to, special education, student rights and responsibilities, student discipline, litigation and administrative hearings, federal appeals, the Americans With Disabilities Act, issues related to the Office of Civil Rights and Section 504 of the Rehabilitation Act.

Conducts in depth legal research, assembles, reviews, and analyses facts, documents, legislation, case law, and circumstances related to legal issues; interprets and applies federal and state laws and regulations, administrative codes and provides advice.

Contacts appropriate personnel to verify and assure accuracy of information; reviews a variety of documents to ensure legality of WOCCSE's member districts actions related to Special Education and 504 Program; determines and provides recommendations concerning appropriate legal actions.

Oversees the preparation of litigation and/or administrative law hearings as directed by WOCCSE, including the preparation of pleadings, and trial and appellate briefs, negotiations between parties, the conduct of trials and hearings related to special education at the level of original jurisdiction or on appeal, and other court or hearing appearances to represent most effectively the interests of WOCCSE.

JOB DUTIES: (cont.)

Represents and serves as WOCCE's primary special education litigator at administrative hearings and litigation, both trial and appellate, as assigned unless there is a conflict of interest.

Recommends outside counsel if specific skills and/or expertise are needed or retaining legal specialists is necessary

Evaluates and makes recommendations pertaining to claims of infractions against state and federal laws and regulations filed by parents, students, and others such as alleged discrimination or failure to provide appropriate Special Education and 504 Program services, provides legal advice, participates in mediations and the negotiations of settlements.

Drafts, reviews, analyzes, and modifies legal opinions, memoranda, correspondence, contracts, court documents, resolutions, notices, agreements, briefs, orders, pleadings, policies, and a variety of other legal documents pertaining to Special Education and 504 Program as assigned

Trains and provides work direction and guidance to assigned personnel; reviews work for accuracy, completeness, and compliance with established standards, procedures, and requirements.

Prepares and delivers oral presentations concerning legal matters as directed; coordinate and conduct in-services concerning legal issues as assigned.

Remains current with professional responsibility regarding development in school law; review and interpret laws, regulations, legislation, rules and other guidelines and present the information to WOCCE; notifies WOCCE of any conflict of interest or potential conflict of interest.

Compiles information and prepares and maintains a variety of records, reports, and files related to Special Education legal documents, programs, requirements, litigation, legislation, and assigned activities.

Attends and participates in a variety of meetings, committees, and other assigned WOCCE functions.

Coordinates and conducts in-service training and professional development pertaining to Special Education and 504 Program legal issues, new legislation, laws, rules, regulations, and court decisions to District staff as assigned.

Performs other related duties as assigned.

MINIMUM QUALIFICATIONSKnowledge of:

1. Applicable California Education Code, Federal, State local legislation, statutes, Administrative Codes, pertinent Federal, State, Special Education and local laws, Government Code, school district guidelines, and regulations;
2. Principles, practices, requirements, and application of administrative law, judicial procedures and rules of evidence related to the practice of law in the State of California;
3. Operational characteristics, services and activities of an in-house legal services program;
4. Methods of in depth legal research, established precedents applicable to activities;
5. Principles, practices, and procedures, standards, techniques and requirements involved in the review and analysis of legal matters, circumstances, facts, and legislation;
6. Record-keeping techniques and report preparation;
7. Correct English usage, grammar, spelling, punctuation, and vocabulary in all forms of communication;
8. Interpersonal skills using tact, patience, flexibility, and courtesy; and
9. Operation of a variety of office equipment, including, but not limited to, a computer and assigned software applications.

Ability to:

1. Research, assemble, review, and analyze facts, documents, legislation, and circumstances related to Special Education and 504 Program related legal issues, concerns, assigned cases;
2. Review, interpret laws, regulations, legislation, WOCCE guidelines and make decisions in accordance and apply legal principles and procedures;
3. Interpret, apply, and explain federal and State laws and regulations, the California Education Code, administrative codes, to provide advice and consultation regarding legal action and litigation strategies;
4. Analyze a wide variety of legal issues situations accurately and adopt an effective course of action, draft and/or prepares a variety of legal documents, review, analyze and modify legal opinions, memoranda, correspondence, contracts, court documents, and a variety of other legal documents as assigned;
5. Compiles information and prepares and maintains a variety of records, reports, and files related to legal documents, programs, requirements, litigation, legislation, and assigned activities;
6. Maintain current knowledge of provisions of applicable federal, and State laws, rules and regulations;
7. Operate a variety of office equipment including but not limited to a computer and assigned software applications, a copier, fax machine, scanner, computer, and assigned software
8. Use professionally appropriate interpersonal skills including but not limited to tact, patience, flexibility, and courtesy;
9. Communicate effectively both orally and in writing; establish and maintain cooperative and effective working relationships with others; and
10. Establish and maintain effective working relationships with those contacted in the course of work.

EDUCATION AND EXPERIENCE

A baccalaureate degree from a recognized college or university and a Juris Doctor degree from an American Bar Association accredited institution; five (5) years of responsible professional legal experience, preferably representing school districts or other governmental agencies; Special education school law related matters, including representation at due process hearings and federal appeals.

WORKING CONDITIONSEnvironment:

Work will be performed primarily indoors in an office setting; regular interruptions; small and large group meetings; and subject to driving to conduct work; and variable hours.

Physical Abilities:

Requires the ability to sit, stand, and walk for extended periods; must be able to bend at the waist, kneel, or crouch to file materials; must be able to frequently lift, push, pull, or carry up to ten (10) pounds and occasionally lift and/or move up to twenty-five (25) pounds; must have dexterity of hands and fingers to operate an office equipment and computer keyboard; must be able to hear and speak to exchange information in person and on the telephone and have an understandable voice and speech patterns; must be able to read a variety of materials including but not limited to fine print.

The physical demands and working conditions described here are representative of those that must be met by an employee to successfully perform the essential functions of this position, subject to reasonable accommodation.

This position description may not be an exhaustive list of all duties, knowledge, or abilities associated with this classification; however, it is intended to accurately reflect the principal job elements.

HUNTINGTON BEACH UNION HIGH SCHOOL DISTRICT
CLASSIFIED MANAGEMENT/CONFIDENTIAL SALARY SCHEDULE 2017/2018
(0.957% RETRO Increase effective 07/01/17)

Classification	Range	Step 1	Step 2	Step 3	Step 4	Step 5
<i>CONFIDENTIAL</i>						
Executive Secretary	43	4,986	5,260	5,545	5,856	6,176
Certificated Personnel Secretary	45	5,260	5,545	5,856	6,176	6,511
Public Information Coordinator						
Executive Assistant	49	5,856	6,176	6,511	6,872	7,255
<i>MANAGEMENT</i>						
Senior Accountant	68	7,246	7,641	8,063	8,507	8,973
Administrator-Food and Nutrition Services						
Fiscal/MIS Manager						
Maintenance & Operations Manager						
Risk Manager	74	8,507	8,973	9,467	9,987	10,537
*Director-Purchasing and Contracts	81	10,843	11,316	11,809	12,321	
**Director-Educational Technology & Info Svcs						
**Director-Fiscal Services						
**Director-Maintenance/Operations/Transportation+++						
**Director-Human Resources, Classified	83	11,656	12,133	12,625	13,143	
++Asst Superintendent - Business Services	87	14,647	15,294	15,996	16,724	

* Keyed to Administrative Director - Salary Schedule A/3

** Keyed to Administrative Director - Salary Schedule A/4

+ Keyed to WOCCSE Executive Director - Salary Schedule A/6.

++ Keyed to Assistant Superintendent - Salary Schedule A/7.

++ Keyed to Assistant Superintendent - Salary Schedule A/7.

Note: Effective July 1, 2006, longevity increments were adjusted from a fixed dollar amount to a percentage base: 2.5% at 21 years, 7.5% at 26 years.