

**TITLE:** Assistant Association Counsel

**QUALIFICATIONS:**

1. Demonstrated ability to speak and write clearly and persuasively
2. Demonstrated ability to develop and deliver effective presentations
3. Demonstrated ability to exercise good judgment and make independent decisions
4. Demonstrated ability to communicate effectively and work collaboratively with coworkers, members and the public
5. Demonstrated ability to handle multiple priorities while adhering to deadlines
6. Demonstrated ability to accept supervision and direction from the Chief Association Counsel
7. Documented record of academic achievement, including demonstration of excellent writing and analytic ability
8. Work evenings and weekends as required to carry out the responsibilities of the position
9. Ability to serve as a confidential employee
10. Juris Doctor degree is required
11. Admission to practice in the State of New Jersey is required
12. Minimum one year practicing law preferred; experience in public education law and/or labor law and knowledge of school governance preferred
13. Experience with online research resources, Windows and WordPerfect or MSWord

**REPORTS TO:** Chief Association Counsel

**JOB GOAL:** Provide legal services in accordance with NJASA Legal policies, as well as information to Association members and other educational personnel. Provide direct representation to the Association.

**PERFORMANCE RESPONSIBILITIES:**

1. Provide direct legal representation to Association members in accordance with the NJASA Legal Policies; provide legal research, information, and advice regarding topics of concern to individual Association members upon request
2. Assist Association members with contract formulation and/or negotiation

3. Represent clients in all phases of litigation including, but not limited to pleadings, motions, hearings, and trials in New Jersey courts and before administrative bodies
4. Identify and research emerging legal issues and write articles and publications on legal topics for Association publications under supervision of the Chief Association Counsel; review articles and publications of other departments to assure legal accuracy as requested

5. Read and analyze: applicable decisions issued by the Commissioner of Education, the State Board of Education, and the School Ethics Commission; education and labor cases decided by New Jersey federal and State courts; and other cases having impact upon public education
6. Plan, prepare and deliver oral presentations on legal topics as assigned by the Chief Association Counsel to groups which include, but are not limited to, the NJASA Professional Development Program, the NJASA Seminar Series, County Roundtable meetings, NJASA Committee meetings, NJASA Conferences, and such other groups as might be determined by the Chief Association Counsel to be beneficial to the Association
7. Staff Association committees as assigned by the Chief Association Counsel; provide legal advice and assistance to all other Association committees as assigned by the Chief Association Counsel
8. Assist with Association meetings and conferences as assigned by the Chief Association Counsel
9. Render legal advice and assistance to the Association on all governance and corporate matters under supervision of Chief Association Counsel
10. Draft legislation and administrative regulations to implement Association policies and goals as requested
11. Analyze pending legislation and regulations affecting Association members, local school districts, and the educational community as requested
12. Review and evaluate applicable legal cases affecting education for possible *amicus curiae* participation, including but not limited to specific *amicus* requests; research and prepare *amicus* review memoranda and prepare *amicus* briefs as assigned under supervision of the Chief Association Counsel; present oral argument of Association positions in state trial and appellate courts and administrative bodies
13. Represent the Association in direct litigation under supervision of Chief Association Counsel
14. Provide ongoing review and input regarding NJASA's web page
15. Perform all duties in a manner consistent with the New Jersey Rules of Professional Conduct for Attorneys
16. Participate in appropriate attorney professional development activities
17. Perform other appropriate duties as assigned by the Chief Association Counsel

Approved by: \_\_\_\_\_

Date: \_\_\_\_\_

Reviewed/Agreed to by:\_\_\_\_\_ Date:\_\_\_\_\_