POSITION TITLE: General Counsel (Job# 2018-07)

DEPARTMENT: Legal

EMPLOYEE GROUP: Executive Staff (ES)

IMMEDIATE SUPERVISOR: Executive Director

POSITION SUMMARY:

Under the Direction of the Education Minnesota Executive Director, the General Counsel will provide legal counsel to Education Minnesota’s officers, Executive Director and Governing Board. Identify, oversee, and manage legal and equity issues and responsibilities within all departments, across departments, and for Education Minnesota as a business entity. Oversee and manage Education Minnesota’s Legal Department programs, staff, and budget.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

• Serve as legal counsel to Education Minnesota officers, Executive Director, Governing Board, management and the organization.
• Manage and supervise the staff, work and programs of the Education Minnesota Legal Department.
• Direct and oversee Education Minnesota’s diversity, inclusion, and equity programs for staff. To the extent appropriate and feasible, coordinate and align these with the programs for Education Minnesota members.
• Oversee the Legal Department training program for members, staff, and the public.
• Serve as liaison to the AFT and the NEA, including administration and oversight of the AFT and NEA legal services programs and activities.
• Determine cases for referral to outside counsel, consistent with Education Minnesota’s Legal Services Policy, the rules of professional conduct for Minnesota attorneys, and business needs.
• Provide legal counsel on personnel, employee benefits and other Human Resources issues.
• Oversee the development of and compliance with Education Minnesota policies.
• Other duties and responsibilities as assigned.

CONFIDENTIAL INFORMATION:

Maintain privileged information related to the organization, members and staff.

MACHINES AND/OR TOOLS OPERATED:

Personal computer
MS Office suite software

CONTACTS:

Education Minnesota leaders and members            Education Minnesota staff
Education leaders                                      Governmental agencies
General public                                     MN Court System
KNOWLEDGE, SKILLS & ABILITIES:
- Knowledge of unions, contract language and negotiations.
- Knowledge of Minnesota Public Employment Labor Relations Act, employment law and/or school laws.
- Knowledge of legislative, electoral and rulemaking processes and issues.
- Knowledge of equity, diversity, inclusion, and/or equal opportunity/affirmative action programs.
- Knowledge of education issues.
- Knowledge of internal and external functions of E-12 and post-secondary education institutions.
- Excellent oral and written communication skills; ability to both draft and edit a wide variety of written documents.
- Skills for presenting and teaching to non-attorneys
- Excellent interpersonal skills.
- Strong personal character, integrity, and judgment.
- Ability to maintain a high degree of confidentiality and able to handle information with discretion.
- Ability to assess and address complex issues and matters in a timely fashion.
- Ability to perform and work well under tight deadlines and pressures.
- Ability to organize, prioritize and manage multiple projects.

MINIMUM QUALIFICATIONS:
- Juris Doctorate degree.
- Admission to the Minnesota State Bar (or ability to obtain admission within 120 days of employment).
- Experience in at least two of the following: labor law, school/education law or employment law.
- Experience in labor relations.
- Proficient in Microsoft Office suite of products.
- Valid MN Driver’s License or equivalent evidence of mobility.

DESIABLE QUALIFICATIONS:
- Experience working in or with public schools and public sector unions.

PHYSICAL DEMANDS:
Employee is required to: Continuously sit, talk and hear; frequently stand, walk and repetitively use hands dexterously, reach with hands and arms, bend and physically lift and carry up to 25 pounds; occasionally travel by various conveyances (e.g., air, rail, auto) and lift up to 50 pounds.

OTHER REQUIREMENTS:
- Travel, evening and weekend work required.

EDUCATION MINNESOTA IS AN EQUAL OPPORTUNITY EMPLOYER
Education Minnesota is an Equal Opportunity Employer committed to providing an environment of mutual respect where diversity is valued, supported and celebrated to benefit applicants, employees, members and students. All employment decisions are based on qualifications, merit and business need.

POSTING DEADLINE: For best consideration, apply online and include a resume. Posting is open until midnight of April 16, 2018.

Please apply online at: https://workforcenow.adp.com/jobs/apply/posting.html?client=education&jobId=236370&lang=en_US&source=CC3