

Job Title: Legal Advisor, Boston Public Schools

Description:

The City of Boston Law Department seeks an experienced attorney to serve as the Legal Advisor to the Boston Public Schools (“BPS”). This is an opportunity to use your legal and leadership skills to support and guide Boston Public Schools' critical work to serve our students, residents, and community. The Legal Advisor will provide counsel to the Superintendent, the School Committee, and staff and lead the Office of the Legal Advisor at BPS. The Office of the Legal Advisor handles a wide variety of legal matters, including advising clients on operations and decisions, litigating employment, civil rights, and torts cases in Superior Court and Federal District Court, handling appeals of educational plans, and negotiating and reviewing contracts and other agreements. Reporting to the Corporation Counsel, the Legal Advisor will work closely with the Superintendent and senior BPS officials.

Responsibilities:

- Advise the Superintendent of Boston Public Schools, the School Committee, and BPS leadership on a broad range of legal matters, including employment, contracts, procurement, school law, and real property matters.
- Advise BPS leadership on implementing and drafting new policies, procedures, or methods of performing departmental work and responding to changing legal, technological, or practical conditions and departmental needs.
- Supervise an office of eight attorneys, paralegals, and staff in their litigation, contract review, contract negotiation, and departmental advising.
- Provide direct hands-on support for high-profile negotiations, complicated procurements, and RFPs; and, in concert with the Business Office, enforce contract terms to ensure compliance by all vendors.
- Appear in federal and state courts on behalf of the City of Boston on select high-priority cases.
- Participate in developing strategies for motions, trials, and settlements of cases.
- Review and provide feedback on attorneys' written work.
- Oversee public records requests, subpoenas, student record requests, and other discovery matters.
- Implement standard contract and litigation processes for the Division, creating a culture of compliance in spending public funds.
- Conduct annual performance evaluations of direct reports
- Performs related work as required.

Qualifications:

- Juris Doctor.
- At least 8 years experience as a lawyer in a law firm or government legal office.
- Significant civil litigation experience, including experience with discovery and trial work.
- Admission to Massachusetts Bar and current active registration status with the BBO.
- Ability to organize, manage, and supervise litigation matters.
- Ability to exercise sound judgment and focus on detail.
- Ability to manage a staff of attorneys and support staff.
- Accuracy and attention to detail.
- Strong interpersonal and communication skills.
- Experience in education, employment, or government is a plus.

BOSTON RESIDENCY REQUIRED

Terms:

35 hours/week

Hybrid schedule

Grade/Salary Plan: Non-Union/MM2-15 (\$125,442.90 - \$158,907.30 as of 01/12/2023)

Please send a cover letter, resume, writing sample, and references to:

Law@boston.gov

Attention Dianne Lloyd-Jones

City of Boston law Department

City Hall, Room 615

Boston, MA 02201