

Job Title: District Counsel
Department: Superintendent Legal Office
Reports To: Superintendent & WCSD School Board
FLSA Status: Exempt
Salary: AN lane 01



SUMMARY

The District Counsel is expected to represent, advise, and assist the Washington County School District School Board of Education and the District's administration on a daily basis to make sure that all legal matters are handled in a timely and efficient manner, while ensuring that the District is in compliance with all applicable laws and regulations. The District Counsel reports to the Superintendent as part of the executive staff and the WCSD School Board of Education.

ESSENTIAL DUTIES AND RESPONSIBILITIES *may include the following. Timeliness is an essential job function to perform the essential duties and responsibilities of the position. While this job description attempts to outline all essential duties of the position, the description is not a contract and the job functions are subject to change at the organization's discretion. Other duties may be assigned.*

1. Manages legal matters on behalf of the District, including but not limited to the following:
 - a. All contract reviews (typically within 24 hours)
 - b. All GRAMA reviews (typically within 24 hours)
 - c. Track and advise on upcoming legislation and approved legislation
 - d. Communication with state legislators and other officials regarding legal issues affecting the District
 - e. Litigation unless specialized circumstances (requires Board approval upon advice)
 - f. Attend legal portions of closed sessions (remote attendance unless in-person attendance is necessary) plus additional meetings as required.
 - g. Assist in drafting policies and procedures as requested by the District
 - h. Unlimited consultations and provides legal advice and counsel for WCSD School Board and WCSD Executive Administrators on general legal matters
 - i. Drafts agreements, contracts, and other legal documents as requested by the District
2. Provides training for the School Board and District staff on appropriate legal issues.

SUPERVISORY RESPONSIBILITIES

This job has no direct supervisory responsibilities.

KNOWLEDGE, SKILLS, ABILITIES, AND QUALIFICATIONS *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must demonstrate an acceptable level of maturity, good judgment, and emotional stability.*

Strong ability to analyze legal principles and practices, including civil, criminal, constitutional, contract, employment, administrative and business law and procedures; methods, procedures, and practices used in the conduct of civil litigation; judicial procedures and rules of evidence; Utah Administrative Rules and Administrative Codes; pertinent Federal, State, and local laws, codes, regulations and court decisions relating to education; methods of legal research; evaluation of practical consequences of legal strategies.

Strong ability to read, write, and communicate effectively in English at a level required for successful job performance.

Ability to read, analyze, and interpret common legal journals, court findings and reports, and other legal documents; Ability to respond to common inquiries or complaints from employees, regulatory agencies, administrators, students, or members of the community; Ability to write policies and procedures for publication that conform to prescribed style and format; Skill and knowledge demonstrating strong written and oral communication skills, to include strong presentation and interpersonal skill; and, Ability to effectively present information and respond to questions from management, public groups, and/or the WCSD School Board.

Ability to apply common sense understanding to carry out essential duties of this position. Ability to carry out instructions furnished in written, oral, or diagram form. Ability to troubleshoot and solve problems involving concrete variable situations. Ability to define problems, collect data, establish facts, and draw valid conclusions.

EDUCATION and/or EXPERIENCE

Any combination of experience and training that would provide the required knowledge and abilities; a Juris Doctorate from an accredited law school; license to practice law in the State of Utah; and, a minimum of 3 years of successful experience practicing law.

CERTIFICATES, LICENSES, REGISTRATIONS

Member in good standing of the Utah State Bar and must maintain an active license to practice law in the state of Utah.

PHYSICAL DEMANDS *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is frequently required to stand, walk, and sit; use fingers and hands to handle; talk or hear. The employee is occasionally required to reach with hands and arms. The employee must regularly lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the noise level in the work environment is usually moderate.

Prepared By: WCSD School Board			Date: 11/13/2025
Approved By: WCSD Superintendent			Date: 11/13/2025
☐ Reviewed	☐ Revised	By:	Date:
☐ Reviewed	☐ Revised	By:	Date:
☐ Reviewed	☐ Revised	By:	Date:
☐ Reviewed	☐ Revised	By:	Date:

EMPLOYEE ACKNOWLEDGEMENT OF RECEIPT:

By signing below, I acknowledge that I have received a district approved position description for my current position. I understand it is my responsibility to review the position description and direct any questions regarding the position description to my department supervisor or the Human Resources Department.

Print Name:	Date:
Employee Signature:	