



SCHOOLS  
L E G A L  
SERVICE

## THE AGENCY

Schools Legal Service is a joint powers entity—the first of its kind in California—providing legal and collective bargaining services to more than 65 California public education agencies since 1976. We employ a talented, diverse staff to advise and represent school districts, community college districts, and county offices of education on a wide variety of subjects, including labor and employment issues, construction law, student and special education issues, developer fees, school site acquisition, civil litigation, governance matters, nonprofit educational foundations, constitutional issues, and general business matters. We take great pride in acting as general counsel to our education agency clients.

## WHERE WE LIVE AND WORK

Our offices are located amid the education community in the City Centre building in downtown Bakersfield, overlooking the city and nearby mountains. Bakersfield is less than two hours from downtown Los Angeles, two hours from the Central Coast, and one hour from the Sierra Nevada Mountains. We enjoy life in a growing community with a small-town feel, access to excellent school systems, a fine community college and state university. The downtown area is in the midst of revitalization.

Competitive salaries and a moderate cost of living make Kern County an affordable place to live with housing options available to suit almost every lifestyle. A short drive from the office when the wildflowers are in bloom showcases the beauty of the San Joaquin Valley.

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Kern County Superintendent of Schools

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*Advocates for Children*

*"The Kern County Superintendent of Schools Office prohibits discrimination, harassment, intimidation, and bullying based on actual or perceived ancestry, age, color, disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sex, sexual orientation, marital or parental status, or association with a person or a group with one or more of these actual or perceived characteristics." The provisions of this bulletin do not constitute a contract, express or implied, and any of the provisions may be modified or revoked without notice.*

*Come join us. Practice law working with wonderful clients on interesting issues in a stimulating public sector environment.*

**Associate Counsel  
Education Law Attorney**

*Focus Areas:*

**Student Issues  
& Special Education  
Practice Group**

**Labor & Employment Law  
Practice Group**

**Business & Construction  
Practice Group**

MARCH 2019

## THE POSITION

Schools Legal Service seeks an Associate Counsel to practice law in a dynamic public sector environment. We support wonderful clients doing great work for children in each of our three practice groups, Labor & Employment, Students & Special Education, and Business & Construction. Our immediate need is in the Students & Special Education area. Top candidates will be placed on an eligibility list to be considered for this and future positions.

If selected for a student/special education assignment, you will counsel school district administrators in the complexities of federal and state law concerning children with disabilities. You will represent school districts in all phases of student and special education matters, including Individualized Education Program meetings, mediation of contested issues, Due Process Hearings conducted by the Office of Administrative Hearings, state and federal complaints before the California Department of Education, writs and appeals in state and federal courts, and student discipline hearings. Work in other practice areas may also be assigned.

## PROFESSIONAL QUALIFICATIONS

The successful candidate must be an active member of the California State Bar and a graduate of an accredited law school.

## PREPARATION AND EXPERIENCE

The candidate must have two years of progressively responsible experience as an attorney representing clients in public or private practice. Hearing or trial experience (whether civil, administrative, or criminal) is highly desirable; special education law, personnel law, and/or collective bargaining experience or course work are desirable but not required.

The candidate should have excellent oral and written communication and advocacy skills and be able to work under pressure and prioritize time deadlines. The position requires travel to the various member school districts in Kern, Santa Barbara, San Luis Obispo, Tulare, Inyo, Mono, and northern Los Angeles counties.

## SALARY AND TERMS OF EMPLOYMENT

The monthly 2018-19 salary range for Associate Counsel is \$7,884 to \$10,741. Maximum entry level is \$8,690. You will enjoy generous holiday, sick leave, and vacation benefits. Employer-paid medical (with prescription card, dental, vision, and counseling plans) is provided for you and your family, along with an employer-paid life insurance benefit. Public loan forgiveness may be an option.

Employees of the Kern County Superintendent of Schools Office are not covered by Social Security but do have mandatory retirement coverage with the California Public Employees' Retirement System (CalPERS). The Kern County Superintendent of Schools Office is an equal opportunity employer.



## APPLICATION PROCEDURES

Interested candidates are invited to submit a Classified Employment Application through the EDJOIN link at [www.kern.org/hr](http://www.kern.org/hr).

The following additional documents must be uploaded via EDJOIN to be considered in the hiring process (pertains to current employees also):

- A résumé
- A writing sample
- Two letters of professional reference
- Responses to supplemental questions

A scanner to upload required documents is available in the Human Resources Office located at 1300 17th Street, Bakersfield, CA 93301.

The documents will be scanned and emailed to the candidate. It is the candidate's responsibility to attach all documents to the EDJOIN application by the filing deadline.

All required documents must be submitted by April 16, 2019. Application materials will be screened and successful candidates will be scheduled for an oral screening during the week of April 29. Fingerprint clearance by both the Federal Bureau of Investigation and the California Department of Justice is a condition of appointment after all other required job conditions have been met. Individuals must maintain proof of privately owned automobile insurance and possess a valid California Motor Vehicle operator's license. This position is part of the Merit System classified service of the Office of the Kern County Superintendent of Schools. A probationary period of one year applies to this position. Current membership in the California State Bar is required.

## SELECTION PROCEDURES

The following are the selection procedures for the position:

- **Screening:** Each candidate's file and professional references will be evaluated by a screening panel. Applications will be kept in strictest confidence.
- **Initial Interview:** Candidates achieving a rating of 70 percent or better will qualify to continue in the eligibility screening process and an individual appointment will be scheduled during the week of April 29.
- **Final Interview:** Candidates considered best qualified will be scheduled for a final interview after May 15, 2019. Each applicant will be advised on the status of his or her candidacy.

