

45 YEARS OF SERVICE

SCHOOLS
LEGAL
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 70 California public education agencies since 1976. We employ a talented, diverse staff to advise and represent school and 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.

Mailing Address:

P.O. Box 2445

Bakersfield, CA 93303

Phone: (661) 636-4830

Fax: (661) 636-4843

sls@kern.org

www.schoolslegalservice.org

Administrative Agent:

Office of Mary C. Barlow

Kern County Superintendent of Schools

1300 17th Street - CITY CENTRE

Bakersfield, CA 93301-4533

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.

SLS_JobOp_SR-ASSOC_SPR23 Rev. 032323

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

**Senior Associate Counsel
Education Law Attorney
5+ Years of Experience**

FOCUS AREAS:

Labor & Employment
Practice Group

Student & Special Education
Practice Group

Business & Construction
Practice Group

2023-2024

THE POSITION

Schools Legal Service seeks a Senior 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, Student & Special Education, and Business & Construction. Top candidates will be placed on an eligibility list to be considered for this and future positions.

A Labor & Employment assignment will involve advising and representing school and community college districts in a wide variety of employment matters, including employee performance and discipline, workplace investigations, employee leaves, and development/training presentations for various employers. Work in the area of collective bargaining may also be assigned, as well as work in other practice areas.

A Student & Special Education assignment will involve advising education entities in student discipline and related matters, and counseling districts in the complexities of federal and state law concerning students with disabilities. The successful candidate 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.

A Business & Construction assignment will involve counseling school and community college districts in a wide range of matters, including school construction-related contracts and disputes, “developer fee” issues, real estate and school site acquisition matters, general transactional matters, charter school issues, public records requests, and school district reorganization issues. Real estate or construction law experience is helpful. 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. Administrative law or education law coursework or experience is helpful but not required.

PREPARATION AND EXPERIENCE

The candidate must have five years of progressively responsible experience as an attorney representing clients in public or private practice. Three years of experience emphasizing government, trial practice, or administrative law is preferred. Hearing or trial experience (whether civil, administrative, or criminal) is highly desirable; a construction or real estate law background is helpful for a Business & Construction position; administrative hearing experience is desirable but not required for a Student & Special Education position; administrative hearing experience and a personnel law and/or collective bargaining background is desirable but not required for a Labor & Employment position.

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 2022-23 monthly salary range for Senior Associate Counsel is \$11,240 to \$15,380, depending on experience, maximum entry level of \$14,634. 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.

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

- A resumé
- 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 1330 Truxtun Avenue, 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 12, 2023. Fingerprint clearance by both the Federal Bureau of Investigation and the California Department of Justice is a condition of appointment after all other required employment conditions have been met. Individuals must maintain proof of privately owned automobile insurance and possess a valid California driver’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 State Bar of California 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 more will qualify to continue in the eligibility screening process, and an individual appointment will be scheduled during the week of April 17, 2023.
- **Final Interview:** Candidates considered best qualified will be scheduled for a final interview after April 18, 2023. Each applicant will be advised on the status of their candidacy.