

SPECIAL EDUCATION COUNSEL

Code No.: 4-10-028
Competitive

DISTINGUISHING FEATURES OF THE CLASS: This attorney position is responsible for assisting school district administrative staff by providing legal representation and advice on establishing policies and procedures regarding special education including, but not limited to, Individualized Education Plans (IEPs), manifestation determinations, annual reviews, student placement, transportation and services. The employee reports directly to, and works under the general supervision of a School Attorney or other higher-level staff member. Does related work as required.

TYPICAL WORK ACTIVITIES: (All need not be performed in a given position. Other related activities may be performed although not listed.)

Reviews decisions made by administrative staff and provides legal counsel pertaining to compliance with special education law;

Drafts policies in special education related areas;

Acts as liaison between the school district and outside agencies involved with special education compliance and enforcement or claiming violations of student rights;

Reviews and advises on due process hearings for special education and specialized services for students;

Reviews manifestation determinations and student discipline practices to ensure compliance with special education law;

Interprets questions and provides advice pertaining to the confidentiality and disclosure of student records.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of laws relating to special education; good knowledge of local special education policies as they relate to school districts; good knowledge of court procedures and related rules of evidence; working knowledge of education law and district policies and procedures; ability to prepare legal instruments; ability to analyze, appraise and apply legal principles, facts and precedents to legal problems; ability to effectively utilize relevant case law; ability to conduct legal research; ability to communicate effectively orally and in writing; ability to establish and maintain effective professional relationships; good judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from a regionally accredited or New York State recognized Law School and admission to practice as an attorney before the courts of New York State, PLUS five (5) years paid full-time or its part-time equivalent experience practicing law relating to education or special education.

SPECIAL REQUIREMENT: If you are appointed, you will be required to possess a valid license to operate a motor vehicle in New York State or otherwise meet the transportation needs to the position.

Monroe County Civil Service Commission

ADOPTED: March 29, 2018