

LOS ANGELES UNIFIED SCHOOL DISTRICT
Human Resources Division

Class Description
DIRECTOR, LITIGATION RESEARCH

Job Purpose

Plans and directs the special education activities of the Education Legal Services section of the Office of General Counsel. Assists in-house counsel and outside counsel in special cases with compliance, enforcement of law, negotiations, the identification, acquisition, and analysis of potential evidentiary material and in preparations required for administrative investigations, pre-trial, trial, and appellate activities, including discussion with witnesses and representation at administrative hearings, as required in connection with pre-litigation and litigation authorized by the Board of Education.

Responsible to

Chief Education & Litigation Counsel/General Counsel

Subordinates

Classified personnel as assigned
Certificated personnel as assigned

Functions

Essential Functions

Under the general direction of the Chief Education & Litigation Counsel /General Counsel:

1. Coordinates and conducts legal and litigation research and provides other law related services for the Office of the General Counsel.
2. Provides training and develops related materials to certificated staff on various state and federal special education and nondiscrimination matters.
3. Supervises and coordinates direct services and provides educational and professional expertise to schools, students, and families at meetings (e.g., Section 504 meetings, Individualized Education Program team meetings, safety plan meetings) for students of various protected characteristics to facilitate development and documentation of appropriate accommodations, supports, and educational compensation based on student need.
4. Assists in the collection and preparation of materials required for pretrial, trial, and appellate activities associated with litigation authorized by the Board of Education.
5. Meets with representatives of and serves as liaison between counsel and staff of District, state, federal, and other agencies.
6. Identifies, locates, acquires, and analyzes potential evidentiary material obtained from District, city, state, federal, and other sources.
7. Assists in the coordination of meetings among District staff and/or members of the Board and appropriate counsel for pretrial, trial, and appellate activities.
8. Identifies and analyzes possible interrelationships between various District programs, policies, activities, and charges made by plaintiffs in pending cases.
9. Prepares or coordinates the preparation of correspondence, research projects, and reports, including the preparation of charts, graphs, exhibits, and other visual aids.
10. Assists in coordinating District communications with state, federal, and governmental agencies such as the California Department of Education, the Office for Civil Rights, and the Office of Administrative Hearings.
11. Assists schools and offices with the preparation and analysis of information requested as part of administrative investigations and by counsel, District staff, or city, state, and federal agencies.
12. Maintains certain pre-litigation or litigation files for the District.
13. Analyzes legislation as directed.

14. Serves as a resource to various District offices regarding special education and nondiscrimination.
15. Assists in investigating, analyzing, and devising compensatory instructional plans or services and enforcement of compliance with accommodations, supports, and services in administrative or pre-litigation student-related matters.
16. Evaluates the performance of subordinate personnel.

Other Functions

1. During periods of critical personnel shortage or other emergency situation, shall temporarily perform any duties, as directed, within the authorization of any credentials held by the incumbent that are registered with the Office of the Los Angeles County Superintendent of Schools and that are a part of the class description requirements in effect at the time such duties are performed.
2. Performs other duties as assigned.

Qualifications

Education

1. An earned master's degree or advanced degree of at least equivalent standard from an accredited college or university.
2. At least four semester units in multicultural education or equivalent study (effective July 1, 2007). Multicultural understanding coursework must pertain to a minority group represented in the District student enrollment.
3. At least two semester units each (six semester units total), or the equivalent, of coursework in culture, language, and methodology to meet the requirements of the District's Master Plan for English Learners.

For additional information on Master Plan requirements, refer to the current policy bulletin on "Culture, Language, and Methodology Requirements for Administrators."

Experience

At least eight school years of successful full-time service in a certificated position(s), no fewer than two years of which must have been in a management position(s)

NOTE: For definitions of years of service, refer to Policy Guide E23.

Credentials

A California Administrative Service Credential authorizing K-12 service must be in force and on file in the Office of the Los Angeles County Superintendent of Schools

Knowledge, Skills, Abilities, and Personal Characteristics

1. Knowledge of the laws, fundamental principles, accepted practices, current trends, literature, and research in the field of public education, with an emphasis on special education and nondiscrimination.
2. Knowledge of District policies and procedures, goals and objectives, organizational structure and functions, and negotiated contracts.
3. Thorough knowledge of those provisions of the California Education Code and other statutes related to public school administration.
4. Knowledge of litigation methods and procedures, legislative functions, and District and state legislative history.
5. Knowledge of statistical techniques and methods appropriate for the analysis and graphic reporting of research findings.
6. Ability to communicate effectively with supervisors, co-workers, other District personnel, and city, state, county, and federal representatives.
7. Ability to compose, comprehend, interpret, and communicate legal language, documents, concepts, and other written materials.

8. Appropriate interpersonal style and methods to guide individuals and groups toward task accomplishment.
9. Knowledge of effective administrative and managerial practices and ability to implement them.
10. Ability to observe and effectively utilize subordinates.
11. Ability to travel to other sites/locations.

Health

Physical and mental fitness to engage in management service as certified by a licensed physician and surgeon or medical officer pursuant to Education Code Section 44839 and evidence of freedom from active tuberculosis pursuant to Education Code Section 49406.

NOTE: This is a Master Salary (G) Table classification.

This class description is not a complete statement of essential functions and responsibilities. The District retains the discretion to add or change typical duties of a position at any time.

JRT