

LOS ANGELES UNIFIED SCHOOL DISTRICT
Human Resources Division

Class Description
COORDINATOR, LITIGATION RESEARCH

Job Purpose

Coordinates and conducts litigation research and provides other law related services for the Office of the General Counsel.

Responsible to

Director, Educational Equity Compliance Office, Office of the General Counsel
Chief Education & Litigation Counsel, Office of the General Counsel

Subordinates

Certificated and classified personnel as assigned

Functions

Essential Functions

1. Analyzes legislation as it affects District policies and practices and recommends District responses to such legislation.
2. Coordinates and oversees investigations conducted by regulatory agencies and responds on behalf of the District on various state and federal special education and nondiscrimination matters.
3. Acts as a resource to central office and local districts' staff regarding questions/concerns relating to state and federal special education and nondiscrimination issues; serves as a legal resource and panel member at reconsideration of reasonable accommodation hearings.
4. 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.
5. Coordinates the office's legal research activity by researching the law contained in California Code sections, law books, publications, and on-line legal information retrieval systems for the Office of the General Counsel; researches District policy and writes administrative investigative reports, memoranda, motions, and pleadings.
6. 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.
7. [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.](#)
8. Analyzes the legal aspects of State Board of Education agenda items; assesses educational policy issues relative to their impact on legal matters handled by the office.
9. Reviews damage claims against the District for potentially sensitive issues or large monetary expenditure and their intersection with administrative investigations/obligations.
10. Assists in litigation needs of selected cases assigned to outside counsel.
11. Conducts office staff professional development as needed.
12. Serves as liaison to the Information Technology Division to assist offices in implementing information technology upgrades.
13. 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

Required

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 equivalent, of course work 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."

Desirable

Graduation from law school and successful completion of the California Bar

Experience

Required

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)

Desirable

Experience in litigation research

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

Credential

A California Administrative Services 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 fundamental principles and accepted practices, current trends, literature, and research in the area of California law, particularly education law.
2. Knowledge of District policies and procedures, goals, and objectives.
3. Ability to work effectively and cooperatively with diverse racial, ethnic, and socioeconomic groups.
4. Knowledge of federal, state, and local policies, rules, laws, regulations, and legislation pertaining to school district instruction and operation.
5. Ability to plan, organize, prioritize, and manage time for self and others.
6. Ability to utilize subordinates effectively.
7. Ability to observe subordinates' activities.
8. Ability to make formal public presentations.
9. Ability to compose and comprehend written communication.

Status

Permanent certificated employee of the Los Angeles Unified School District

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