

**JOB POSTING  
WORK LOCATION REGIONAL OPERATIONS CENTER  
MANHATTAN**

**Office Title:** Senior Regional Counsel  
\$70,322 (New Hire Minimum)  
\$75,835 - \$98,399

The Senior Regional Counsel is located in the Regional Operations Center and reports to the General Counsel to the Chancellor. He/she is responsible for providing legal advice, guidance and training to the Regional Operations Center director and staff, Regional Superintendent and staff, other staff located in the Learning Support Centers, local instructional superintendents and principals, on issues relating to federal, state, and city laws, regulations, and policies.

Duties and Responsibilities

- Works collaboratively across Instructional Divisions and Regions to ensure an efficient, systematic legally and educationally sound approach to service delivery.
- Serves as a legal bridge between the Instructional Division and Operations Center.
- Serves as part of Senior Management team to resolve complex school/parent/Parent Association legal issues.
- Serves as liaison to city, state, and federal legal departments, and interacts with the Law Department, the Office of Legal Services and the Office of Labor Relations.
- Serves as on-site point of contact on legal issues for Regional Superintendents, Operation Center directors, and local instructional supervisors and works collaboratively to provide consistent and prompt legal advice to support schools and Learning Support Center staff.
- Responds to legal inquiries on various legal issues, including labor and employment, special education, discipline, compliance with federal, state, and city laws and regulations, and implementation of Chancellor's rules, regulations, and procedures.
- Provides legal support to maximize use of resources to support Children First priorities, including, but not limited to, providing legal advice on NCLB, IDEA, and other relevant statutes.
- Conducts on-site training at Regional Offices.
- Reviews proposed disciplinary matters before referral to Central Legal Services.
- Consults on student discipline matters.
- Coordinates response to human rights investigations and other litigation.
- Conducts regular training sessions.

Selection Criteria

- Admission to the New York State Bar.
- Minimum 4 to 5 years experience that includes 18 months of experience supervising other attorneys, with preference given to experience in employment or education law.
- Ability to write clearly and concisely.
- Ability to rapidly understand provisions of applicable law and regulations.

Application

Please send cover letter and resume, no later than **September 15, 2006** to:

First Deputy Counsel  
Office of Legal Services  
52 Chambers Street, Room 308  
New York, New York 10007

**OR**

By e-mail in Microsoft Word format only to: [Legal.Services@schools.nyc.gov](mailto:Legal.Services@schools.nyc.gov)

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