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## LEGAL COORDINATOR

### **BASIC FUNCTION**

The Legal Coordinator provides administrative and technical support to the District's legal department. Acts under the direct supervision of the Special Education Counsel and Public Records Officer. Position supports special education functions, public records requests, and other general administrative support for the legal department.

### **REPRESENTATIVE DUTIES**

*The classification specification does not describe all duties performed by all incumbents within the class. This summary provides examples of typical tasks performed in this classification.*

- Provide varied and complex administrative support services.
- Coordinate flow of communications and scheduling of IEP meetings with multiple staff and external law firms; maintain appointment calendars for Special Education attorneys.
- Coordinate, complete and redact complex student records requests, authorizations and releases of records.
- Maintain electronic legal records system in coordination with General Counsel's Office and, as appropriate, systemically archive written legal files.
- Work as part of legal team to maintain a high performing, service-oriented and coordinated work environment.
- Assist with preparation for administrative and other legal proceedings, including mediations, Office for Civil Rights complaints, Oregon Department of Education complaints and Oregon Department of Education due process hearings, and preparations for labor arbitrations, by scheduling, preparing exhibit binders, tracking timelines, and coordinating with other participants and agencies (including opposing counsel, pro se litigants, administrative law judges, mediators, ODE complaint investigators and ODE and OCR staff).
- Demonstrate a commitment to the Portland Public Schools Equity Initiative by developing a thorough knowledge and application of the district Racial Educational Equity Policy and related board policies; participate in staff development related to diversity, equity and inclusion in the workplace and in K-12 education; model appropriate behaviors; recommend and implement improvements to education and business practices with awareness and understanding of their impact in a racially and culturally diverse community.
- Maintain confidentiality of highly personal and private information.
- Coordinate public records requests and appeals, identifying and tracking required acknowledgement, response and follow-up deadlines, and maintaining courteous correspondence with requestors and external stakeholders.
- With Public Records Officer, coordinate searches within organization to identify where records reside and what the time and cost will be to identify and compile them, maintaining courteous and professional relationships with internal stakeholders at all levels.
- Prepare written cost estimates for public records requests when appropriate and coordinate payment of fees and/or the fee waiver request process.

- Review records to determine responsiveness to public records requests and identify incidental issues that need to be researched prior to final review and redaction.
- As directed, review and analyze responsive records to identify and redact confidential information.
- Prepare public records for release, including finalizing redactions, uploading to cloud storage as appropriate, and releasing to requestors.
- Maintain electronic records systems including local, network and cloud storage, a shared database, and a shared email account. Compile and log basic data about requests.
- Other duties as assigned.

## **EDUCATION AND EXPERIENCE**

Experience: Five (5) or more years of experience providing administrative support in a confidential environment which demonstrates oral and written communication skills, detail accuracy and focus, ability to prioritize work in a fast-paced work environment, and interact with clients in high stress environments to manager or diffuse situations. Experience working in a legal environment, educational environment, interacting with the public and with handling individuals in crisis are preferred.

*Any other combination of education and experience that would likely provide the required knowledge and abilities may be considered.*

### Special Requirements:

Some positions in this classification may require the use of a personal automobile and possession of a valid Class C Oregon driver's license.

## **WORKING CONDITIONS**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Persons with certain disabilities may be capable of performing the essential duties of this class with or without reasonable accommodation, depending on the nature of the disability.*

**Work Environment:** Work is performed primarily in a standard office environment.

**Hazards:** Potential conflict situations.

**Physical Demands:** Primary functions require sufficient physical ability and mobility to work in an office setting; dexterity of hands and fingers to operate a computer keyboard and other office equipment; sitting or standing for extended periods of time; kneeling, bending at the waist, reaching overhead, above the shoulders and horizontally to retrieve and store files and supplies; lifting, pushing, pulling and carrying office equipment, supplies and materials weighing up to 25 pounds; repetitive hand movement and fine coordination to use a computer keyboard; hearing and speaking to exchange information in person or on the telephone; seeing to read, prepare and assure the accuracy of documents.

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FLSA: Non-Exempt  
 Bargaining Unit: Non-represented  
 Salary Grade: 15

Approval Date: December 2018

*Portland Public Schools recognizes the diversity and worth of all individuals and groups and their roles in society.*

*The District is committed to equal opportunity and nondiscrimination in all its educational and employment activities. The District prohibits discrimination based on race; national or ethnic origin; color; sex; religion; age; sexual orientation; gender expression or identity; pregnancy; marital status; familial status; economic status or source of income; mental or physical disability or perceived disability; or military service.*

*Board of Education Policy 1.80.020-P*