



Tennessee State Board of Education: Associate General Counsel/Staff Attorney

The Tennessee State Board of Education (“State Board”) is seeking a full-time attorney to handle educator license discipline cases from intake of educator misconduct reports through case resolution. The Associate General Counsel/Staff Attorney will analyze educator misconduct reports and associated investigative materials, prepare discipline recommendations, draft consent orders, and represent the State Board in administrative hearings, mediations, and settlement discussions for assigned educator discipline cases. This position will work closely with other license discipline attorneys, paralegals and interns to ensure effective management of the State Board’s license discipline work. In addition, the Associate General Counsel/Staff Attorney is responsible for maintaining and building positive relationships with internal and external stakeholders to magnify and improve the Board’s licensure discipline work, and communicates with school districts, educators, law enforcement, and other stakeholders regarding license actions.

The ideal candidate will have a proven ability to work both independently and as part of a team, communicate effectively, multi-task, work with a variety of stakeholders, and manage a diverse, high-volume caseload. This position is an important opportunity to ensure Tennessee continues to uphold a high bar for educator licensure and student safety, and to further the Board’s efforts to ensure that all students have access to great teachers and leaders.

About the Tennessee State Board of Education

The [State Board](#)’s mission is to ensure policies and systems are in place so that all students are prepared for success after graduation. We work closely with the Department of Education, local school districts, and stakeholders across the state to ensure equity, oversight, and transparency in K-12 education policy.

Additionally, the State Board is charged by law with complete jurisdiction over the issuance of K-12 educator licenses in Tennessee. This includes the intake of reports of educator misconduct, and responsibility for determining appropriate license discipline action including denial, formal reprimand, suspension, or revocation of an educator’s license.

Job Responsibilities

The Associate General Counsel/Staff Attorney is responsible for the following:

- Managing an assigned caseload of educator misconduct cases, including opening new cases reported to the State Board, analyzing investigative materials relevant to assigned case files, formulating discipline recommendations based on applicable facts, rules, and laws, and seeing cases through resolution. This includes:
 - Preparation of license action recommendations for the State Board staff case review committee and presentation of cases before this committee;

- Docketing cases with the Secretary of State's Administrative Procedures Division and representing the State Board at administrative hearings before an Administrative Law Judge;
- Drafting motions, orders, discovery, and other filings;
- Presenting and explaining license discipline recommendations to the State Board at quarterly meetings;
- Participating in mediation and negotiating settlements when appropriate;
- Participating in regular check-ins with the Office of Educator Licensure and Preparation (OELP) within the Tennessee Department of Education to improve inter-agency communication and problem-solving; and
- Working with the license discipline team to refine and improve processes for management of educator misconduct cases to ensure timely resolution of all cases.
- Conducting legal research and writing on a variety of topics relevant to license discipline and the Uniform Administrative Procedures Act.
- Assisting drafting rules and policies relating to licensure discipline.
- Providing legal advice to the State Board and Board staff regarding licensure discipline, administrative procedure, and other legal matters as requested.
- Working with other attorneys on staff to prepare and present to school districts and other interested stakeholder organizations regarding the State Board's process for handling license discipline cases.
- Responding to inquiries regarding the State Board's licensure discipline work from a variety of stakeholders including school district representatives, teachers and their counsel, witnesses, and others.
- Working with the General Counsel to timely respond to media inquiries and public records requests regarding licensure cases as prescribed under the law.
- Delegating appropriate work to assigned paralegal(s).
- Managing other special projects as assigned.

Qualifications

We are seeking candidates who have:

- Strong legal research and writing skills, as well as excellent oral and written advocacy skills.
- Litigation/case management experience, and other demonstrated project-management experience. Experience litigating administrative cases under the Uniform Administrative Procedures Act is a plus.
- Ability to multi-task and effectively and efficiently manage a high-volume case load.
- A demonstrated commitment to meeting and exceeding expectations, and a history of getting things done.
- Strong personal presence and communication skills necessary to interact and develop positive relationships with internal and external stakeholders.
- Ability to produce high-quality work both independently and as part of a growing team.
- Commitment to teamwork, collaboration, transparency, and public service.

Graduation from an accredited, four-year college or university, a Juris Doctorate, and at least three (3) years of experience as a licensed attorney is required. Candidates must possess a current Tennessee law license. Knowledge of education law and policy, administrative procedure, experience advising

government agencies, or prior experience with Board relations are preferred but not required.

Salary

Salary for this position is competitive and depends on prior experience. In addition, a comprehensive [benefits package](#) is included.

How to Apply

Please send a cover letter and resume to Angela.C.Sanders@tn.gov by **March 31, 2023**.

Pursuant to the State of Tennessee's Workplace Discrimination and Harassment policy, the State is firmly committed to the principle of fair and equal employment opportunities for its citizens and strives to protect the rights and opportunities of all people to seek, obtain, and hold employment without being subjected to illegal discrimination and harassment in the workplace. It is the State's policy to provide an environment free of discrimination and harassment of an individual because of that person's race, color, national origin, age (40 and over), sex, pregnancy, religion, creed, disability, veteran's status or any other category protected by state and/or federal civil rights laws.