



Tennessee State Board of Education: License Discipline Paralegal

The Tennessee State Board of Education is seeking a full-time paralegal to support the licensure discipline team of attorneys. The paralegal will provide critical assistance with the licensure case review process by opening misconduct cases and requesting information from districts and others to assist the State Board's investigation of reports. The paralegal is also responsible for communicating with districts, educators, and other stakeholders regarding licensure actions, and managing reporting of cases into state and national licensure databases. This position will report to the Staff Attorney of the State Board and will be responsible for providing administrative support with the Board's legal work. The ideal candidate will have a proven ability to communicate effectively both orally and in writing, strong time management skills, and a commitment to teamwork and excellence. This position is an important opportunity to ensure Tennessee continues to uphold a high bar for educator licensure and student safety, and 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 Tennessee State Board of Education'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 stakeholders across the state to ensure equity, oversight, and transparency in K-12 education policy.

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 License Discipline Paralegal is responsible for the following:

- Supporting the team of licensure discipline attorneys to ensure effective management of educator license misconduct cases, including opening new licensure cases, requesting information from stakeholders to ensure thorough investigation of reported cases, and interacting with a variety of stakeholders including school district representatives, governmental agencies, teachers, witnesses, and others to answer questions and collect necessary information to prepare files for litigation and/or review by attorneys and the State Board.
- Researching information related to licensure cases using relevant databases, the internet, etc.
- Providing administrative assistance to the State Board case review committee and the State

Board including compiling and uploading all materials to electronic databases by established deadlines in preparation for monthly case review meetings and quarterly Board meetings.

- Responding to requests from school districts and educators regarding licensure cases.
- Managing reporting to/from state and national licensure databases.
- Responding to all e-mails, phone calls, and other correspondence in a timely and customer-focused manner.
- Organizing and maintaining case files and a streamlined filing system in accordance with the State Board's case management guide.
- Performing other duties as assigned.

Qualifications

We are seeking candidates who have:

- Strong communication and writing skills.
- Litigation/case management experience, or other demonstrated project-management experience.
- A demonstrated commitment to meeting expectations at a high bar and history of getting things done.
- Strong personal presence and communication skills necessary to interact and develop positive relationships with internal and external stakeholders.
- Experience managing multiple projects or cases and the ability to work efficiently and effectively with a high-volume workload.
- A dedication to teamwork, collaboration, transparency, and public service.

A college degree and/or paralegal certification and at least three (3) years of experience as a paralegal is preferred. Experience working with government agencies and administrative procedure is a plus but not required.

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 Sanders, General Counsel at Angela.C.Sanders@tn.gov by **May 12, 2021**.

Cover letters should include an expected salary range.

Pursuant to the State of TN's policy of non-discrimination, the State Board of Education does not discriminate on the basis of race, sex, religion, color, national or ethnic origin, sexual orientation, age, disability, or military services in its policies, or in the admission of, access to, treatment, or employment in its programs, services, or activities.