



Core Service: Legal Counseling

- Respond and provide legal guidance to the CPS leadership team, principals and department heads

Core Service: Public Records Requests and Subpoenas

- Respond to public records requests and subpoenas received by the District
- Comply with state and federal public records laws, ensuring timely records are produced

Core Service: Workers Compensation Administration

- Administer Workers Compensation program, with assistance of Third Party Administrator (TPA) and outside legal counsel

Core Service: Litigation

- Advocate on the District's behalf in administrative hearings, arbitrations and trial matters
- Responsible for litigation in arbitrations and civil service matters
- Manage and support District's outside counsel in complex matters

Core Service: Professional Development / Education

- Provide professional development on school legal matters
- Monitor legal developments and advise appropriate departments and District leaders

Core Service: Environmental Health and Safety

- Ensure compliance with Environmental Health and Safety standards
- Promote and provide professional development on safe workplace practices
- Investigate accidents and recommend safer alternatives
- Meet monthly with CPS' Safety Committee