

Position Title: AEA Staff Attorney
Reports To: Associate Executive Director
Department: Legal Department
FLSA Status: Exempt

Alabama Education Association (AEA) is the largest education association in the state of Alabama. AEA is an advocate organization that leads the movement for excellence in education and is the voice of education professionals in Alabama. Our mission is to promote education excellence.

Alabama Education Association provides legal assistance, professional development opportunities, great membership benefits, and a strong voice for education in the Alabama Legislature. AEA serves as the advocate for its members and leads in the advancement of equitable and quality public education for Alabama's diverse population.

To learn more about our company, please click here: www.myaea.org

Job Summary: This opening is for two (2) AEA Staff Attorney positions at the Alabama Education Association's headquarters office in Montgomery, Alabama. One of the major duties of this position is to serve as an attorney on behalf of AEA members. The position will also provide in-house counsel to AEA's elected leadership and staff as well as to AEA affiliates on an array of matters in the State of Alabama. Required to attend and participate in an annual education conference for the AEA network of lawyers who represent school employees in the State of Alabama.

Essential Duties And Responsibilities

- Assist in handling litigation representing AEA, its affiliates and members in a wide range of matters including federal appellate advocacy, amicus work, and litigation before state, appellate, and supreme courts.
- Represent AEA members before school boards, in courts, colleges, and other administrative agencies.
- Represent AEA members before the State Department of Education relating to license certification issues.
- Advise AEA members of their rights under the laws of Alabama and United States Constitution.
- Examines and reviews pending legislation relating to education.
- Assists with network attorneys in the litigation of cases on behalf of AEA members.
- Makes periodic contact with the network and staff attorneys regarding the progress of active cases.
- Reviews, analyzes, and prepares drafts of proposed rules and regulations, policies, amendments for change or adoption by school boards, and report on new development in federal and state laws regarding employment rights.
- Serves as a staff member in the area of computerized legal research.
- Serves as staff member under the general direction of the Executive Directors of AEA.

- Provides legal assistance to AEA UniServ Directors on local matters.
- Writes summary case descriptions for all PR&R applications.
- Monitors and updates the case docket daily and provides case status information when requested to do so by staff and NEA.
- Maintains a clearing house of cases, legal pleadings, briefs and decisions on tenure laws, civil rights, education, state and local board policies, the Students First Act, and other applicable statutes.
- Prepare cases for closure.
- Serve as staff liaison for EEL Program and Referral Program.
- Prepares assistance and/or coordination for AEA meetings and conferences as assigned.
- Perform other duties as may be assigned by the Associate Executive Director.

Key Competencies:

- Excellent computer skills and commitment to use of technology.
- Possess strong written and oral communication skills.
- Ability to work independently, as well as part of a diverse, dynamic team of professionals.
- Ability to multi-task, prioritize duties, and carry them out in a timely manner.
- Ability to be proactive, resourceful, and self-motivated.

Desired:

- Knowledge of public education laws.
- Knowledge of public education issues and school finance systems.
- Understanding of advocacy roles and responsibilities.
- Work with local associations in organizing, membership, bargaining and grievance processing.
- Provide legal review, advice, and counsel regarding the array of legal issues that an in-house counsel operation must handle for AEA members including relationships with affiliates, subsidiaries, and other organizations.
- Monitor and analyze legal developments of interest to AEA and its members, including legal review and analysis of federal laws and regulations, and provide regular updates on developments of interests to AEA and others.
- Assist with other legal matters (internal and external) as needed.

Education:

MINIMUM REQUIREMENT

- Graduation from an approved school of law and possession of a certificate of admission to the Board of the Supreme Court of the State of Alabama.

Qualifications:

- A license to practice law in the State of Alabama.
- Knowledge of Alabama legislative process.
- Knowledge of campaigns and elections.
- Effective writing and oral presentation skills.
- Skills necessary to fulfill the job responsibilities as listed below.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and use hands to finger, handle or feel. The employee is frequently required to talk or hear. The employee is occasionally required to stand; walk; reach with hands and arms and stoop, kneel, crouch or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by the job include close vision.

The above job description is not intended to be an all-inclusive list of duties and standards of the position. Incumbents will follow any other instructions and perform any other duties, as assigned by their supervisor.

THE ALABAMA EDUCATION ASSOCIATION IS AN EQUAL OPPORTUNITY EMPLOYER