



**The District School Board of Niagara
is seeking**

IN-HOUSE LEGAL COUNSEL: Board Lawyer

The District School Board of Niagara (DSBN) is located in the Niagara Peninsula, in the heart of wine and orchard country and in close proximity to the stunning Niagara Falls. The Board operates 78 elementary schools and 20 secondary schools in the 12 municipalities of the Niagara Region. We are proud to serve over 35,000 students in a culture that is committed to student success by working together to inspire, support and empower all learners to reach their full potential.

“ACHIEVING SUCCESS TOGETHER”

The DSBN is inviting applications from well-qualified, dynamic, innovative lawyers who will provide legal services and advice, in collaboration with the Director of Education and Senior Leadership Team, in the performance of their duties concerning representation of the DSBN.

Reporting to the Director of Education, the Board Lawyer will provide sound legal advice, effective representation and management of legal services in the following areas:

- Parliamentary and governance advice and support to the DSBN and its elected School Trustees (Governance Committee Lead)
- Legal responsibility for property matters such as leases, contracts, property title corrections, sale and purchase of properties (Properties Committee Lead)
- Safe Schools and student discipline processes/management (Student Discipline Committee Lead)
- Provide legal advice to Senior Leadership Team and school administrators on a variety of issues affecting daily school operations (e.g. family law matters, special education, student discipline, trespass, vandalism)
- Development and maintenance of Protocols with community partners (i.e. Police, Family and Children’s Services (FACS), Threat Assessment)
- Serve as a member on other committees at the direction of the Director of Education
- Contract agreements and preparation
- Staff discipline (terminations) including reporting to the Ontario College of Teachers and/or other regulatory bodies
- Serve as the FACS investigation liaison
- Labour/employment investigations
- Serve as Freedom of Information (FOI) Co-ordinator for the Board
- Civil/court proceedings management
- Conduct legal research and provide legislative updates
- Development and maintenance of applicable DSBN Policies and Administrative Procedures
- Maintenance of a record system for the purpose of ensuring documentation of legal matters affecting the DSBN
- Attendance at Board Meetings and provision of legal advice on agenda items as required
- Assume other duties and responsibilities incidental to the office or as assigned by the Director of Education

The Board Lawyer shall:

- Hold a Bachelor of Laws or Doctor of Jurisprudence
- Be a member in good standing in the Law Society of Upper Canada
- Have a minimum of seven (7) years experience
- Have demonstrated expertise in legislation such as The Education Act, Children's Law Reform Act, Municipal Freedom of Information and Protection of Privacy Act, Human Rights Code, Child and Family Services Act, Employment Standards Act, Labour Relations Act, Municipal Conflict of Interest Act, etc.

This position is part of the DSBN Administrative Management Group.

Compensation: Competitive salary, pension and benefits

Please reply in confidence, with résumé, cover letter, and three (3) professional references to:

Warren Hoshizaki
Director of Education
District School Board of Niagara
191 Carlton Street
St. Catharines, ON
L2R 7P4

Applications may be sent by email to: karen.bellamy@dsbn.org

Applications will be accepted until November 7, 2016.

Only candidates selected for an interview will be contacted. We thank all others for your interest in the District School Board of Niagara.

The District School Board of Niagara is committed to an inclusive, barrier-free recruitment and selection process. We will offer accommodation for applicants as required throughout the stages of the recruitment and selection process. If you are contacted by the District School Board of Niagara regarding a job opportunity, please advise if you require accommodation. Information relating to accommodation will be addressed confidentially.

In accordance with Section 29(2) of the Municipal Freedom of Information and Protection of Privacy Act, 1989 and under the authority of the Education Act, personal information is being collected for the purpose of determining eligibility of the above mentioned position. We are committed to equity in our employment practices.