



**GOVERNOR'S OFFICE OF GENERAL COUNSEL
EXECUTIVE DIRECTOR AND LEGAL COUNSEL (HARRISBURG)
PENNSYLVANIA DEPARTMENT OF EDUCATION
PROFESSIONAL STANDARDS AND PRACTICES COMMISSION**

The Office of General Counsel (OGC) and the Pennsylvania Department of Education (PDE) seek an attorney to provide legal counsel and administrative support to the Professional Standards and Practices Commission (PSPC). The PSPC is responsible for adjudicating educator misconduct complaints and applications for reinstatement and advising the Department of Education and the State Board of Education on issues related to educator preparation and certification. As Executive Director and Legal Counsel, you will play a key role in ensuring that the Commission's work aligns with legal standards, policies, and regulations, while safeguarding the integrity of Pennsylvania's education system. The position is based in Harrisburg and will be classified as an Attorney 3 Supervisory or Attorney 4 Supervisory depending on the relevant experience possessed by the selected applicant. This position is eligible for a hybrid schedule of 3 days in-office per week at the discretion of the General Counsel and does require occasional travel in the Commonwealth.

What We're Looking For:

We are seeking a highly skilled attorney with a minimum of five (5) years of experience, capable of handling complex legal matters independently. The successful candidate will serve as the Executive Officer of the PSPC, providing legal counsel and representing the PSPC's interests in state and federal courts. In addition, this individual will act as a key liaison with the legislature, the State Board of Education, the Department of Education, various federal and state agencies, local education agencies, and education professional associations, as well as education institutions offering teacher preparation programs.

The ideal candidate will be a strategic thinker, decisive leader, with strong communication skills who is able to offer clear and coherent guidance, while maintaining the utmost confidentiality and discretion.

Key Responsibilities:

- Provide legal advice and support to the Professional Standards and Practices Commission regarding educator preparation and certification, standards of conduct, professional discipline, and reinstatement.
- Manage the administrative details of meetings of the Commission and committees established by the Commission, including preparation of agendas, minutes and records of action, and the proper circulation of public notices.
- Draft and review legal documents, including formal opinions, briefs, and regulatory proposals.
- Act upon applications, petitions or motions requiring action prior to the appointment of a hearing officer, including petitions for issuance of a subpoena.
- Interpret and apply state and federal education laws, regulations, and policies and monitor and comment upon legislation impacting the responsibilities of the PSPC.
- Collaborate with state education officials, school district representatives, legal professionals, and other interested parties on matters affecting educator preparation, certification and conduct.
- Assist in the development of Commission policies, procedures, and initiatives to ensure compliance with legal and regulatory standards.

- Conduct legal research and provide guidance on complex legal issues related to education law and professional ethics.
- Maintain up-to-date knowledge of relevant case law, statutory changes, and best practices affecting education professionals.
- Prepare reports for distribution to the Governor, General Assembly, State Board of Education, the education profession and the public.
- Create and implement outreach programs for local education agencies and teacher preparation programs and prepare and deliver presentations related to educator discipline, standards of conduct and professional ethics.

Why Join OGC?

Working as an attorney with the OGC offers a unique and fulfilling career opportunity where you can make a significant impact on the people of Pennsylvania. Employees enjoy a dynamic and supportive work environment that fosters professional growth and development. This role not only allows you to contribute to the public good but also provides ample opportunities to hone your legal skills in a collaborative setting.

In addition to meaningful work, the OGC offers:

- **Competitive benefits package**, including excellent health care options, retirement plans, and generous paid time off;
- **Work-life balance** that ensures that you can excel professionally while also enjoying time for personal pursuits; and,
- **Continuous Learning** promoting continuous learning and professional advancement, making it an ideal place for both new and experienced lawyers to thrive.

Joining our team means being part of a respected institution dedicated to legal excellence and public service. To learn more about OGC's mission and what it is like to be part of the OGC team, visit our website, at www.ogc.pa/careers.

Qualifications:

- Juris Doctor degree from an ABA-accredited law school.
- Active membership in good standing with the Pennsylvania Bar.

To Apply:

Send a letter of interest, resume, and writing sample no later than **November 22, 2024**, to ogchiring@pa.gov, directed to Derek Riker, Deputy Chief of Staff, 333 Market Street, 17th Floor, Harrisburg, Pennsylvania 17101.

OGC is an Equal Opportunity Employer and is committed to a diverse workforce. The Commonwealth values inclusion as we seek to recruit, develop, and retain the most qualified people to serve the citizens of Pennsylvania. The Commonwealth does not discriminate on the basis of race, color, religious creed, ancestry, union membership, age, gender, sexual orientation, gender identity or expression, national origin, AIDS or HIV status, disability, or any other categories protected by applicable federal or state law. All diverse candidates are encouraged to apply.