

PROFESSIONAL ASSOCIATION OF GA EDUCATORS

Job Description Form

Department	Legal
Location	Remote (Home office)/Occasional statewide travel and Atlanta PAGE office
Job Title	Staff Attorney
Supervisor	Director of Legal Services

Type of position:☒ Full-time☐ Part-time-Eligible☐ Part-time

Ineligible <75%

40 Hours / week☒ Exempt☐ Non-exempt**GENERAL DESCRIPTION**

Advise and counsel PAGE members regarding school-related legal matters, and manage and refer certain cases to the PAGE network of attorneys.

JOB DUTIES

1. Answer legal calls, emails and general questions from members
2. Advise and counsel members and conduct legal research
3. Maintain records of legal calls and uploaded documents in legal database
4. Review and edit member documents, responses, grievances, etc.
5. Communication with opposing school board attorneys to address legal issues
6. Make referrals to network attorneys, as needed
7. Assist network attorneys, as needed
8. Gather information for filing lawsuits and claims with insurer and explain coverage
9. Give legal and Code of Ethics presentations as requested by schools or groups statewide
10. Write legal articles for PAGE One online magazine
11. Attend PAGE Attorney Workshop
12. Assist in planning and coordinating for PAGE Attorney Workshop
13. Attend PAGE conferences and events, as requested
14. Monitor legislative and state agency activity as it relates to our members and public education
15. Attend CLE seminars, as assigned, and maintain required annual hours
16. Accept other duties or responsibilities as assigned by the Executive Director or Legal Director

WORK EXPERIENCE REQUIREMENTS

- Excellent communication skills (reading, writing and over the telephone)
- Excellent organizational skills and able to manage high call volume each day

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Job Title	Staff Attorney
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▸ Experience or particular interest in employment law and/or school law	
EDUCATION/CERTIFICATION REQUIREMENTS	
▸ J.D. Degree and Admission to the Georgia Bar Association with a license to practice in Georgia	
WORKSITE DESCRIPTION	
Primarily Remote/Home office with requirement to come to the Atlanta PAGE office, as needed and statewide travel for Code of Ethics presentations.	
DATE REVISED	
01/13/2026	