



## **Tennessee State Board of Education: Summer 2024 Law Student Extern**

The Tennessee State Board of Education is seeking a 2L or 3L<sup>1</sup> law student to serve as a Summer 2024 extern (course or pro bono credit). The position may be filled for either the entire summer term or an abbreviated term of at least six (6) weeks. This position is an opportunity to learn how the State Board works to uphold a high bar for educator licensure and further the Board's efforts to ensure that all students have access to great teachers and leaders.

### **About the Tennessee State Board of Education**

The Tennessee State Board of Education's mission is to ensure policies and systems are in place so that all students are prepared for success after graduation. The State Board is charged by law with complete jurisdiction over the issuance of K-12 educator licenses in Tennessee. This includes the intake of reports of educator misconduct, and responsibility for determining appropriate license discipline action including denial, formal reprimand, suspension, or revocation of an educator's license. We collaborate closely with stakeholders across the state to ensure equity, oversight, and transparency in K-12 education policy.

### **Job Responsibilities**

- Provide legal representation to and legal services on behalf of the State Board of Education.
- Support the State Board's legal team at the State Board's quarterly meeting in either May or August 2024.
- Effectively manage educator misconduct cases, including identifying and obtaining necessary information from stakeholders, preparing files for litigation and/or review by committees and State Board Members.
- Attend and support the license discipline attorneys at administrative hearings, conferences, and/or mediations held before an Administrative Law Judge assigned by the Tennessee Secretary of State's Office.
- Draft case summaries, notices of proposed action, consent orders, notices of hearing and charges, pre-hearing motions, memorandums of law, and other documents.
- Research information related to administrative litigation and licensure cases using relevant databases.
- Provide administrative assistance to the State Board's license discipline case review committee.
- Assist the General Counsel and staff with policy filings for the Joint Government Operations Committee of the Tennessee General Assembly and provide research support on various K-12 education topics as needed.
- Attend and assist the Deputy General Counsel in presenting at various education or policy-related events.
- Perform other duties as assigned.

### **How to Apply**

Please send a resume and cover letter to Mr. Alex Anderson, Associate General Counsel, at [Alex.Anderson@tn.gov](mailto:Alex.Anderson@tn.gov). Applications will be considered on a rolling basis until the position or positions are filled. Applicants may expect virtual or in-person interviews and can also expect up to two (2) rounds of interviews.

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<sup>1</sup> Applicant must be eligible for a law student practice license under Tenn. Sup. Ct. Rule 7 § 10.03 which requires completion of at least half of the required course of study. Applicants from full-time and part-time programs are welcome to apply.