



## **Education Advocate Position**

### **About Student Advocacy**

Student Advocacy provides free legally based education advocacy for students in grades Pre-K-12 in Westchester and Putnam Counties, NY who face barriers to academic success due to disabilities and other challenges. We are committed to making education legal services accessible to all families, and therefore represent those who are underserved and primarily low-income. Our attorneys and advocates work with students, families, school districts, and community partners to ensure equity and access to education for all children.

### **Position Summary**

Student Advocacy seeks an Education Advocate to join our dedicated team to provide representation at legally based school meetings such as Committee on Special Education (CSE), and technical assistance for families on education and special education matters. The Education Advocate will assist students who encounter barriers to education, with an emphasis on social, emotional, behavioral, and academic issues.

### **Responsibilities**

- Provide advocacy on behalf of students experiencing school-related difficulties such as access to special education, 504 plans, enrollment, and transportation matters
- Conduct interviews and work with students and families to determine their education rights and goals and how to navigate the special education system
- Review and explain school records and evaluations with families
- Attend IEP and 504 meetings; advocate for appropriate supports, services, and placements
- Manage caseload independently
- Maintain accurate records in LegalServer, our secure case management system
- Participate in community network meetings and other outreach activities
- Additional responsibilities commensurate with the role may be assigned.

### **Qualifications**

- Bachelor's Degree required
- Related work experience in special education, education advocacy, or with persons with disabilities
- Spanish language fluency highly preferred
- Knowledge of New York State laws and resources related to special education preferred
- Ability to identify and analyze complex matters and negotiate effectively as it relates to individual student's education needs
- Strong interpersonal skills and ability to engage across cultures, identities, and ethnicities
- Excellent oral and written communication skills
- Proficiency in Microsoft Programs, virtual platforms, and client management systems
- Commitment to the mission and values of Student Advocacy

### **How to Apply**

Applications must include a cover letter and resume. Please include *Education Advocate* in the subject line. Cover letter should describe candidate's interest in and connection to this work. Submit materials to: [drosenthal@studentadvocacy.net](mailto:drosenthal@studentadvocacy.net). Only responses with cover letters will be reviewed. The position is available immediately, and resumes will be considered on a rolling basis.

### **Compensation and Benefits**

This is a full-time position with compensation in the \$52,000 - \$58,000 range depending on experience. Student Advocacy offers a competitive benefit package plus a hybrid work option after the initial training period. We will also consider candidates who prefer a 25–30-hour work week, with the salary prorated. The benefits package includes health insurance, 401k plan, 20 vacation days, and 11 paid holidays.

*Student Advocacy values diversity and is an equal opportunity employer. We consider qualified applicants for employment without regard to race, color, creed, religion, national origin, sex, sexual orientation, gender identity and expression, age, disability, veteran status, or any other protected factors. We encourage talented individuals of all backgrounds to apply.*

*3 West Main Street / Elmsford, NY 10523 / 914-347-7039 / [www.studentadvocacy.net](http://www.studentadvocacy.net)*