



Education Staff Attorney Position

About Student Advocacy

Student Advocacy provides 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 work with students, families, school districts, and community partners to ensure equity and access to education.

Position Summary

Student Advocacy seeks an attorney to join its dedicated team to provide direct representation at legally based school meetings such as the Committee on Special Education (CSE), suspension hearings, and in limited circumstance appeals to the NYS Commissioner of Education. The education staff attorney protects the educational rights of children, with an emphasis on social, emotional, behavioral, and academic issues.

Responsibilities

- Provide legal representation and advocacy on behalf of students experiencing school difficulties including special education, enrollment, suspension, residency, attendance, transportation and in limited circumstances write state complaints and appeals to the Commissioner of Education
- Conduct client interviews and assist client's in understanding their legal rights
- Conduct reviews of documents including school evaluations, outside assessments, and related records
- Represent students and families at Special Education, CSE and 504 meetings, Manifestation Determination Reviews, and suspension hearings
- Assist families in requesting appropriate supports and services based on the student's needs
- Remain current on state and federal laws on education, special education, and disabilities rights
- 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

- J.D. degree from an accredited law school required
- Licensed to practice law in NYS, or passed the NYS bar and awaiting admission
- Fluency in Spanish highly preferred
- Experience in education advocacy or issues related to public education, particularly school discipline or special education, strongly preferred
- Ability to research, identify, analyze, and resolve legal issues related to individual client's needs
- Ability to effectively engage across cultures, identities, and ethnicities
- Ability to problem solve collaboratively, negotiate effectively, and form professional relationships
- Organized, detail oriented, and able to work independently and as part of a team
- Excellent analytical, research and writing skills
- Proficiency in Microsoft Programs, virtual platforms, and client management systems

How to Apply

Applications must include a cover letter and resume. Please include *Education Staff Attorney* in the subject line. Cover letter should describe candidate's interest in and connection to this work. To apply for this position, submit materials to: drosenthal@studentadvocacy.net. Only responses with cover letters will be reviewed. This position is available immediately, and completed applications will be considered on a rolling basis.

Compensation and Benefits

This is a full-time exempt position with compensation in the \$62,000 - \$70,000 range depending on experience. Student Advocacy offers a comprehensive benefit package plus a hybrid work option after the initial training period. 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