



## **Education Staff Attorney**

### **About Student Advocacy**

Student Advocacy provides legal representation 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 legal services for school related issues accessible to all families, and therefore represent those who are underserved and primarily low-income at no cost. Our attorneys work with students, families, school districts, and community partners to ensure equity and access to education.

### **Position Summary**

Student Advocacy has an immediate opening for an education staff attorney to join its dedicated team to provide representation at school meetings such as the Committee on Special Education (CSE), suspension hearings, and in limited circumstance appeals to the NYS Commissioner of Education. Our attorneys protect the educational rights of children and work to ensure that children with disabilities receive a free and appropriate education in the least restrictive environment.

### **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
- Assist clients in understanding their legal rights under special education law
- 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
- 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. 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, problem solve collaboratively, negotiate effectively, and form professional relationships
- Organized, detail oriented, and able to work independently and as part of a team
- Excellent legal 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](mailto: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. The current salary range is \$68,000 - \$75,000. Student Advocacy offers a comprehensive benefit package plus a hybrid work option after the initial training period. The benefits package includes health insurance, 401k, 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 and especially those with lived experiences in the communities we serve.*

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