Position Title: Education Staff Attorney

About Student Advocacy, Inc.
Student Advocacy, Inc. (SAI) is a dynamic nonprofit organization that provides counsel and legal representation on education matters for students in grades Pre-K – 12 who attend public schools in Westchester and Putnam Couties. We focus on students who face barriers to learning due disabilities and other challenges and are at greatest risk of academic failure or disengagement from school. Our team, comprised of attorneys and advocates, work to ensure that students receive the educational services to which they are legally entitled, so they can make meaningful progress in school. SAI brings together schools, families, and social service agencies to ensure educational access for over 500 children annually.

Position Overview
Student Advocacy, Inc. has an immediate opening for an experienced 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. This full-time position plays a key role in representing students and families, advancing equity in education, and supporting team development and legal practice consistency.

Responsibilities
- Represent students and families in education-related matters, including special education, school discipline, enrollment, residency, attendance, transportation, and access to services
- Review and analyze school-based and independent evaluations, records, and other documentation to assess student needs and legal issues
- Draft state complaints and, as appropriate, appeals to the New York State Commissioner of Education
- Educate clients regarding their rights under education and special education law
- Maintain current knowledge of state and federal laws related to education, disability, and civil rights
- Track, maintain, and ensure the accuracy of case records in LegalServer, our secure case management system
- Participate in community network meetings and outreach activities
- Collaborate with the Legal Director to review and develop legal strategy
- Additional responsibilities commensurate with the role may be assigned

Qualifications

- Juris Doctor (JD) from an ABA-accredited law school
- Admission to the New York State Bar in good standing
- Minimum of three years of legal experience, in education, or special education
- Fluency in Spanish preferred
- Strong advocacy, negotiation, legal research, and analytical skills
- Excellent project management, an ability to prioritize tasks, meet deadlines and manage multiple cases simultaneously
- Ability to build rapport with clients, families, school personnel and other stakeholders
- Proficiency in Microsoft Programs, virtual platforms, and client management system
- Commitment to the mission and values of Student Advocacy

How to Apply: Applications must include a cover letter and resume. Please include *Education Staff Attorney* in the subject line. The cover letter should describe the 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. Completed applications will be considered on a rolling basis.

Compensation and Benefits: Salary $70,000 - $85,000 commensurate with experience, with comprehensive benefits that include generous vacation and holiday time, health insurance, 403(b) plan and additional benefits as provided by organizational policy. This is a full-time, exempt position reporting to the Legal Director.

Student Advocacy, Inc. is a 501(c)(3) nonprofit organization and an equal opportunity employer. Student Advocacy, Inc. encourages applications from all qualified individuals and does not discriminate in employment opportunities or practices on the basis of race, color, religion, national origin, age, gender, gender identity or expression, sexual orientation, marital or familial status, veteran status, disability, AIDS/HIV status, medical condition, or any other characteristic protected by federal, state, or local law.