



# Advocates for Justice and Education, Inc.

The Parent Training and Information Center for the District of Columbia

## **JOB ANNOUNCEMENT FOR FULL-TIME STAFF ATTORNEY**

In 1996, Advocates for Justice and Education, Inc. (AJE) was created to increase parental involvement in the education of children. AJE uses a parent empowerment model to address educational inequities in the District of Columbia, including school exclusion, unequal access to programs and services, and uneven implementation of local and federal education laws. We strive to address injustices caused by the failure to provide appropriate educational options for all children. AJE's mission is to empower families, youth, and the community to be effective advocates to ensure that children and youth – particularly those with disabilities - receive access to appropriate education and health services.

### **JOB SUMMARY:**

This is an entry-level position. AJE seeks a staff attorney to lead the assessment of request for assistance, provide direct legal services to protect the civil and human rights of children in the District to an appropriate education based on family-led goals; to help to increase the knowledge and capacity of families to advocate through know your rights trainings; and to work collectively with families, coalition partners and other stakeholders to bring about systemic changes that will eliminate barriers and create equity in education.

### **PRINCIPAL RESPONSIBILITIES:**

- Assess client intakes for appropriate services (advice and counsel, brief services, or extended services); Provide direct advocacy on critical cases involving rights in accessing public education; Analyze and determine AJE's case strategy to ensure effective and successful negotiation and litigation.
- Work as a team with families to assess individualized needs and to set goals; Represent students and families in the disciplinary hearing process, in matters involving legal rights to special education services (from early intervention – post secondary transition), and other legal rights to accessing public education; maintain and update case records; prepare monthly reports and client files.
- Conduct training on legal rights to parents, youth and community professionals and assist in providing in-service training to staff.
- Contribute to the monthly newsletter, websites, and other publications.
- Participate in groups or coalitions related to direct advocacy and support of families in educational and related matters.
- Participate in organizational outreach efforts and develop relationships within the community.

### **QUALIFICATIONS:**

- A member of the District of Columbia Bar or eligible to waive in with pending bar admission.
- Experience in family support advocacy, preferably with clinical experience or a combination of experience and education.
- A demonstrated commitment to public interest, social, racial and education justice.
- Must exemplify positive leadership and independence.
- Must possess strong legal, organizational, oral, and written communication skills.
- Must have great interpersonal skills and the ability to work collaboratively with families, staff, partners, and other community stakeholders.
- Must demonstrate ability to handle multiple tasks and prioritize workload.
- Must have intermediate knowledge of standard software applications (including but not limited to MS Word, Excel, Access, Publisher, and Outlook)

**SALARY & BENEFITS:** Salary is \$50,000. Benefits include medical, dental, and vision insurance, 401k with employer contribution, vacation, and sick leave.

**TO APPLY:**

Applicants should e-mail a single file with your resume, cover letter and three references to [information@aje-dc.org](mailto:information@aje-dc.org) with the subject line: **Staff Attorney Application – [your last name]**. We are looking for thoughtful cover letters that exemplify a commitment to our mission and the applicant's experience that specifically meets the qualifications, and responsibilities outlined above. **Applications received by January 25<sup>th</sup> will receive priority consideration.** We will accept applications until the position is filled. The position is expected to be filled by mid-February.

**Advocates for Justice and Education is an Equal Opportunity Employer. We strongly encourage women, persons of color, LGBTQ+ individuals, persons with disabilities and persons from other underrepresented groups to apply.**