

VOLUNTEER JOB DESCRIPTION: ATTORNEY EMERITUS

Name of Organization: Student Advocacy, Inc.

Brief Description of Organization: Established in 1982, Student Advocacy, Inc. is a legally based non-profit educational advocacy organization. Our offices are located in Elmsford, New York and we serve students and their families throughout Westchester and Putnam Counties. Our mission is to keep kids on track for school success. We work to protect students' educational rights regardless of income, race, ethnicity or religious beliefs. While most of our cases involve students with disciplinary and/or special education issues, we do provide services in other areas, e.g. school transportation and residency issues as it relates to school. The mission of Student Advocacy is to get students on track to graduate by advocating improved educational opportunities, protecting educational rights and fostering effective communication between families and schools. We represent students/families at CSE Meetings, School Disciplinary Proceedings and Manifestation Determination Reviews. In limited circumstances, we represent students on State Complaints and Appeals to the Commissioner of Education.

Populations Served: Students and families

Website: <http://www.studentadvocacy.net>
Phone: 914-347-7039
Address: 3 West Main Street, Suite # 212
Elmsford, NY 10523

VOLUNTEER COORDINATOR CONTACT

Name: Stefanie Shabman
Title: Legal Director
Phone: 914-347-7039 Ext. 111
Email: sshabman@studentadvocacy.net

VOLUNTEER OPPORTUNITIES

The primary role of this volunteer position is to assist with legal research and writing on education/special education law issues.

Can Volunteers Work Off Site: Yes

Type of Work: Responsibilities may include researching and drafting appeals, affidavits, state complaints and due process complaints. (administrative hearing, appellate work, legal research and writing and special projects.)

Location, Days and Hours of Volunteer Opportunity: Our office located at 3 West Main Street, Elmsford, New York. Days and hours are as per case or project. Many of these	Area of Substantive Law: Education/Special Education Law
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Supervision: Direct supervision by Legal Director	Training: As required depending on the nature of the work.
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REQUIREMENTS OF VOLUNTEER

Time Commitment: As needed

Previous Experience in Substantive Law Required: None required but helpful.	Specific/Previous Training Required: Experience in legal writing and research, drafting legal memorandum, affidavits and appeals
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OTHER

Must have a deep commitment to representing at risk children and their families