

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 the volunteer, depending on their experience, will be to represent students at school disciplinary hearings and to assist them with school residency and registration issues.

Can Volunteers Work Off Site: Volunteers will need to provide their own transportation to and from hearings and meetings. Off-site work is limited to special projects and legal research and writing upon completion of training.

Type of Work: Administrative hearing, Appellate work, Legal research and writing, Limited legal advice and counsel, Limited scope representation, special projects.

Location, Days and Hours of Volunteer Opportunity: Our office located at 3 West Main Street, Elmsford, New York. Monday and Wednesday or Tuesday and Thursday 9 AM -

Area of Substantive Law: Education

Supervision: Direct supervision by Legal Director

Training: Formal training, shadowing and co-counseling model

REQUIREMENTS OF VOLUNTEER

Time Commitment: 1 year commitment with a minimum of 10 hours per week

Previous Experience in Substantive Law Required: None required but helpful.

Specific/Previous Training Required: Deep commitment to representing at risk children and their families. Experience with interviewing children, administrative hearings, appeals, impartial hearings and mediation a plus.

OTHER

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