



Advocates for Justice and Education, Inc.

The federally designated Parent Training and Information Center for Washington DC

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 parent empowerment as a model to address the injustice of failing 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 who have special needs - receive access to appropriate education and health services.

POSTING CLOSES: December 6, 2017

PRINCIPAL RESPONSIBILITIES:

- Provide direct advocacy and support on critical cases involving educational placements;
- Analyze and determine AJE's case strategy to ensure effective and successful negotiation and litigation;
- Serve as intermediary between schools and parents seeking special education services for their children in the public school system;
- Work as a team with families to assess individualized needs and to set goals;
- Represent students and families in the disciplinary and due process hearings;
- Maintain and update records, prepare monthly reports and client files;
- Assess client intakes and review cases prepared for closure;
- Contribute to the monthly newsletter, websites and other publications;
- Participate in agency outreach efforts, develop relationships in the community and represent AJE at coalition meetings;
- Conduct educational trainings for parents, youth, professionals and other community members;
- Other duties as assigned.

QUALIFICATIONS:

- A member of the District of Columbia bar or eligible to waive in.
- At least 3 years of civil legal practice experience; experience in family support advocacy preferred; a commitment to public interest law;
- Must exemplify positive leadership and independence; possess excellent oral and written communication skills; have great interpersonal skills; and demonstrate ability to handle multiple tasks and prioritize workload

TO APPLY:

Please mail, e-mail or fax your cover letter, resume and salary requirements to:

Rochanda Hiligh-Thomas, Executive Director
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Advocates for Justice and Education is an Equal Opportunity Employer