

# SOUTH JERSEY LEGAL SERVICES, INC.

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Executive Director

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## FOR IMMEDIATE PUBLICATION

## POSITIONS AVAILABLE

**Date:** October 8, 2020

**Job Title:** Senior Attorney - Education Law (Program-Wide)

## JOB SUMMARY:

Under the direction of the Director of Litigation and Advocacy, the Senior Attorney provides the highest quality legal services to eligible clients in a variety of education law matters throughout the entire SJLS service area; provides assistance, support and expertise to SJLS staff in education law, and serves as a liaison between SJLS and the local community and bar associations.

## DUTIES & RESPONSIBILITIES:

- Provide direct representation in administrative tribunals and state/federal court as lead and/or co-counsel in coordination with attorneys in SJLS local offices to eligible clients in a variety of education law matters, including but not limited to cases involving the Individuals with Disabilities Education Act (IDEA), Individualized Education Plans (IEPs), residency disputes, school disciplinary matters.
- Develop the education law representation capacity of SJLS, through internal training, meetings, strategy development and support, by enhancing the ability of other project staff to provide legal assistance in education law matters;
- Work as part of an integrated, coordinated program-wide Education Law unit;
- Participate in all related program and statewide reporting and data collection efforts;
- Participate in staff and case acceptance meetings;
- Work with the Director of Litigation and Advocacy in planning, developing and litigating significant impact cases;
- Participate in community outreach and community legal education;
- Develop new ideas and methods to provide service to clients;
- Work with other staff as an effective member of the team;
- Assist in supervising paralegals, clerical workers and students;
- Other duties as assigned.

**EDUCATION AND QUALIFICATIONS:**

- A minimum of 5-years' experience of handling education cases, including administrative hearings, affirmative litigation and appeals.
- Admission to the Bar of New Jersey preferred but not required. Must be a member of the Bar in any State or be eligible and willing to take the next available New Jersey Bar Exam.
- Ability to relate to low income clients and groups with demonstrated interest in poverty law issues and/or public interest service.
- Bilingual abilities preferred.

**APPLICATION PROCEDURE:**

Qualified applicants with an interest in this position should send resume, writing sample and cover letter expressing interest in this position to: Brittani Morris, PHR, SHRM-CP, Director of Human Resources, South Jersey Legal Services, Inc. 745 Market St. 2<sup>nd</sup> Floor, Camden, NJ 08102 or via email at [BMorris@lsnj.org](mailto:BMorris@lsnj.org).  
EOE/AA Employer.