**staff attorney – education**

**AGENCY DESCRIPTION**

Disability Rights Maryland (DRM), a nonprofit legal advocacy organization, is the designated Protection & Advocacy agency for Maryland, mandated under federal law to advance the rights of people of all ages with all types of disabilities.

**JOB DESCRIPTION**

DRM is hiring a Staff Attorney to work on special education issues and representing students with disabilities in need of special education and related services. The Staff Attorney will investigate claims of legal rights violations, identify systemic issues affecting the rights of students with disabilities, and assist in developing DRM’s systemic and policy work on the rights of students with disabilities. The Staff Attorney will also engage in outreach, education, monitoring and investigations; provide legal advice and technical assistance to families, advocates, and other stakeholders; and represent clients in judicial and administrative proceedings. This position will be supervised by the Managing Attorney for the Education Team and work collaboratively with the other members of the Education Team and of DRM.

**JOB RESPONSIBILITIES**

* Provide direct representation to students with disabilities to ensure their access to appropriate special education and related services.
* Investigate potential systemic legal violations of the Individuals with Disabilities Education Act, Section 504 of the Rehabilitation Act, and the Americans with Disabilities Act and develop strategies to address these systemic violations.
* Manage individual case/workload in conformity with DRM priorities, policies, and case management procedures; applicable professional standards and best practices; legal, ethical and other requirements.
* Prepare training materials and deliver presentations and workshops on subjects pertinent to the rights of students with disabilities.
* Exercise sound independent judgment in the handling of cases and all other advocacy activities. Maintain confidentiality and exercise discretion and judgment in a law firm environment.
* Participate in professional development for DRM staff.
* Adhere to DRM policies, practices and case management procedures in the execution of job responsibilities.
* Understand and follow requirements of any federal, state, or private funding sources related to assigned work. Competently utilize database and time tracking systems

**QUALIFICATIONS**

* J. D. degree from an accredited law school.
* Licensed to practice law in Maryland or eligible for Admission Without Examination Experienced Out-of-State Attorneys, Rule MD 19-215.
* One year of direct legal experience is required; experience with disability related issues and/or knowledge of special education law is strongly preferred.
* Experience providing individual representation and the ability to independently identify and develop substantive legal work.
* Ability to establish and maintain effective working relationships and collaborate with colleagues in a team environment. Ability to work independently as well as collaboratively, successfully manage multiple work priorities, and work well under deadline pressure.
* Experience working with and/or sensitivity to persons with disabilities and from multi-ethnic communities. Ability to relate respectfully with people with various disabilities.
* Computer literacy and proficiency with Microsoft Office Suite.
* Strong commitment to DRM’s core mission of ensuring the rights of people with disabilities to self-determination, equality of opportunity, due process, freedom from discrimination and harm, and to participate in community life, with access to support and meaningful choices.

**OTHER HELPFUL QUALIFICATIONS**

Ability to communicate in ASL, Spanish or another non-English language. Fluency in Spanish is a strong plus.

Experience working directly with or providing direct representation to DRM client populations.

Experience working in a public interest or legal services office.  
  
Life experience with disability.  
  
Individuals with disabilities, people of color, LGBTQ individuals and others who contribute to staff diversity are especially encouraged to apply. DRM is an Equal Opportunity employer.

*DRM is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, gender, sexual orientation, gender identity, national origin, and veteran or disability status.*

**Send cover letter with salary requirements, resume, writing sample and references to:**  
Disability Rights Maryland

ATTN: Education Hiring Team

1500 Union Avenue, Suite 2000

Baltimore, MD 21211

Via email with “Staff Attorney – Education Position” in the subject line to: [jobs@disabilityrightsmd.org](mailto:jobs@disabilityrightsmd.org).

Position is open until filled. Priority consideration will be given to applications received by May 15, 2020.