

**Arizona Center for Disability Law**  
**www.azdisabilitylaw.org**

**POSITION:** Special Education - Staff Attorney (Phoenix)

**REPORTS TO:** ACDL Litigation Director and Executive Director<sup>1</sup>

**DATE:** Open until filled

**POSITION PURPOSE AND OBJECTIVES:**

This position is a collaboration of the ASU College of Law and the Arizona Center for Disability Law (ASU/ACDL) funded through a grant from the Arizona Community Foundation. Grant funds are available for one year with the potential to extend up to three years.

The ASU/ACDL Special Education Law Project will provide free legal advocacy and representation to parents/guardians of school-aged children with disabilities to help secure the free appropriate public education (FAPE) to which they are entitled by law. Over 120,000 Arizona school-aged children have one or more disabilities, representing 12% of the 1,000,068 enrolled student population. Children and youth with disabilities who are denied independent education plans (IEPs) or whose IEPs are not implemented appropriately are extremely disadvantaged in their ability to receive an education, achieve independence, and integrate into the community.

Attorney will provide direct legal services and rights information to parents of and persons with disabilities. More specifically, the Attorney will participate in school district meetings to advocate for services, file administrative complaints with the Arizona Department of Education or the Office of Civil Rights of the U.S. Department of Education, or pursue other legal remedies. The Attorney will also be responsible for supervising and working with ASU law students who will be placed as externs in the Project. There will be up to two externs per semester.

**Physical/Mental Requirements**

1. Uses personal computer approximately 4-6 hours per day.
2. Uses telephone and email to communicate with clients and other professionals, approximately 3-5 hours per day.
3. Spends approximately 1-3 hours per day in meetings.
4. Requires working under a moderate degree of stress (time constraints; deadlines; multi-tasking high-level projects and issues; complex issues; and conflict resolution).
5. Moderate travel, generally within Arizona, is required.

**Essential Functions**

1. Provides direct legal representation in cases within grant project areas. Representation includes factual investigation of claims, legal research,

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<sup>1</sup> Arizona State University College of Law will also manage the program and the evaluation of the success of the project.

- negotiation, and administrative proceedings.
2. Responds to requests for assistance, interviews potential clients and provides legal advice and information.
  3. Attends required meetings, including staff meetings, in-service, and other pertinent meetings as required.
  4. Participates in case reviews with the Litigation Director and maintains case files in accordance with the Center's case handling procedures.
  5. Contributes to the development of written material including training materials, and articles for newsletters or other publications.
  6. Participates in the development, implementation and evaluation of the grant's goals and objectives.
  7. Completes administrative requirements and necessary documentation required by the Center.
  8. Supervises law student externs ensuring compliance with the rules of professional responsibility and coordinates with the Executive Director from the College of Law regarding fulfillment of the externs responsibilities under the externship program.
  9. Performs other duties as requested or required.

### **Required Qualifications**

1. Law Degree plus Arizona Law License.
2. A minimum of two years experience, preferably working with persons with disabilities.
3. Established commitment to advancing the rights of persons with disabilities.
4. The ability to take direction and independently follow through on all instructions.
5. Demonstrated knowledge of complex state and federal rights protection statutes, laws, and regulations.
6. High level of commitment to service excellence, plus high degrees of integrity, ethics and judgment.
7. Excellent interpersonal, relationship-building and collaboration skills to be able to work effectively with others inside and outside of the organization.

### **Preferred Qualifications**

1. Knowledge of Special Education Law
2. Bi-Lingual in Spanish – both written and spoken word

### **Disclaimer**

The purpose of this position description is to serve as a general summary and overview of the major duties and responsibilities of the job. It is not intended to represent the entirety of the job nor is it intended to be all-inclusive. Management reserves the right to modify, or rescind this position description at any time, with or without prior notice. The Center values diversity in the workplace. People with disabilities are encouraged to apply. EOE.

Applicants must send a resume and cover letter to J.J. Rico, Executive Director, at [center@azdisabilitylaw.org](mailto:center@azdisabilitylaw.org) or ACDL, 177 North Church Avenue, Suite 800, Tucson, Arizona 85701.

