

Learning Rights Law Center Externship Program

LEARNING RIGHTS LAW CENTER

Learning Rights Law Center (“LRLC”) is a nonprofit organization that provides legal services to disadvantaged students not receiving an equitable public education.

LRLC focuses its efforts on the most vulnerable K-12 disadvantaged students who have learning disabilities, physical disabilities, or otherwise face discrimination. LRLC addresses the crisis in the education system through advocacy, litigation, training and community organizing.

POSITION

The externship position is a volunteer position open to second and third year law students. The extern works under the supervision and support of LRLC’s executive director, pro bono manager, and supervising staff.

QUALIFICATIONS

- Strong academic performance
- Existing experience of public interest work
- Demonstrable interest in education law
- Ability to handle sensitive client data
- Ability to communicate effectively with both vulnerable clients and work colleagues
- Good research skills
- Good verbal and written Spanish, Korean or Mandarin preferred
- Experience conducting intakes

JOB RESPONSIBILITIES

Under the direction of the executive director, pro bono manager and/or supervising staff, the law clerk’s responsibilities will include:

Primarily:

- Conducting client screenings and intakes of unrepresented parents by phone and in person to identify legal issues, develop a client plan of action, and provide resources to facilitate the implementation of the plan of action;
- Enforcing settlement agreements with local school districts to ensure that clients are receiving all agreed-upon services. This may include, but is not limited to, drafting compliance complaints, attending IEP meetings, assisting with IEP signatures and parent

statements, reviewing education records, charting educational progress over time, requesting school records and engaging in other correspondence with school districts and nonpublic entities.

Secondarily:

- Developing resources for outreach and legal clinics;
- Performing legal research regarding education access;
- Supporting LRLC programs by participating in program trainings and outreach events.

Other duties as determined by the executive director and supervising staff.

APPLICATION PROCEDURE

Learning Rights Law Center is an equal opportunity employer. People with disabilities, women, people of color and other minorities are strongly encouraged to apply. For more information on Learning Rights, please visit our website at www.learningrights.org.

To apply, send cover letter, resume, and references to marisol@learningrights.org.