

## **Special Education Advocate Job Description:**

**Position:** Special Education Advocate

**Location:** Remote

**Salary Range:** \$50,000 - \$55,000

**Employment Type:** Full-time

### **About K Altman Law:**

K Altman Law is a nationally recognized law firm specializing in Student Defense, Special Education Advocacy, and Title IX Litigation. Our Special Education practice is dedicated to advocating for students and families to ensure they receive the educational services and accommodations they are entitled to under the law. Our team is composed of passionate and experienced professionals committed to making a difference in the lives of children with special needs.

### **Position Overview:**

K Altman Law seeks a dedicated and knowledgeable Special Education Advocate to join our team. The ideal candidate will have a strong background in special education, educational advocacy, and a deep understanding of Individualized Education Programs (IEPs), 504 Plans, and the rights of students under the IDEA (Individuals with Disabilities Education Act). This position is remote and requires excellent communication, organization, and negotiation skills.

### **Key Responsibilities:**

- **Strategic Planning and Growth**
  - Develop and implement advocacy strategies for clients in special education cases.
  - Assist in growing the firm's Special Education practice through client engagement and professional networking.
  
- **Client Advocacy and Case Management**
  - Represent families in IEP meetings, mediation, and dispute resolution processes.
  - Guide parents through the process of obtaining appropriate educational services and accommodations.
  - Collaborate with attorneys and other advocates to prepare for hearings and legal proceedings.
  - Review and analyze educational records, evaluations, and assessments.
  
- **Communication and Collaboration**
  - Act as a liaison between families and school districts to facilitate communication and ensure compliance with IEP/504 Plan requirements.
  - Work closely with clients to develop strong advocacy goals that reflect the best interests of the student.

- Maintain detailed case files and provide regular updates to clients on the progress of their cases.
- **Education and Outreach**
  - Conduct workshops and webinars for parents and educators on special education rights and processes.
  - Stay informed of changes in special education laws, policies, and best practices.
  - Provide thought leadership and contribute to the firm's blog or newsletter on topics related to special education.

**Qualifications:**

- Bachelor's degree in education, Special Education, Social Work, Law, or related field (Master's preferred).
- Minimum of 2 years of experience in special education advocacy or related work.
- Strong knowledge of IDEA, Section 504, and relevant state and federal laws.
- Experience attending and advocating at IEP meetings and/or due process hearings.
- Excellent written and verbal communication skills.
- Ability to manage multiple cases simultaneously while maintaining attention to detail.
- Compassionate and client-focused with a passion for advocating on behalf of children with special needs.

**Preferred Skills:**

- Previous experience working with families and children with disabilities.
- Background in teaching or educational administration.
- Familiarity with Clio or other legal practice management software.
- Bilingual skills are a plus.