

**EAST BAY CHILDREN’S LAW OFFICES**  
**JOB ANNOUNCEMENT FOR EDUCATION ATTORNEY**

**ORGANIZATION DESCRIPTION**

East Bay Children’s Law Offices, Inc. (EBCLO) provides court-appointed legal representation to children and youth who are the subject of abuse and neglect proceedings in Alameda County Juvenile Dependency Court and guardianship proceedings in Alameda County Probate Court. Formerly a division of the Alameda County Public Defender’s Office, we became a stand-alone non-profit in 2009 establishing a holistic practice advocating for children both in and out of court. As a multi-disciplinary team of attorneys and social workers, we believe that children should be seen *and* heard.

**Mission Statement:**

Our mission is to protect and defend the rights of children and youth through effective, vigorous and compassionate legal advocacy. EBCLO strives to provide a voice for children in the juvenile dependency system and to promote positive outcomes for them.

**JOB DESCRIPTION**

EBCLO seeks a strong advocate to enforce the myriad educational rights held by youth in foster care including special education advocacy and school discipline defense. This is a full-time position on a dynamic team committed to serving children and families in marginalized communities in a fast-paced client driven environment. The Education Attorney will be responsible for identifying and advocating for EBCLO’s child clients’ educational needs at their Individualized Education Plan (IEP), other special education meetings and other meetings related to promoting school stability and achievement. The advocate will represent youth in school disciplinary hearings. The position requires regular client contact, travel to school sites and home placements and advocacy at school meetings.

The advocate will also participate in frequent trainings to develop a deeper understanding of relevant issues, as well as participate in EBCLO’s internal meetings. The Education Attorney may also be responsible for providing trainings to other EBCLO staff, and other community and government agency partners, as well as representing EBCLO in county and statewide policy making groups related to education issues.

The Education Attorney is also responsible for tracking data related to educational interventions and outcomes.

**Primary Duties:**

- Identify and advocate for EBCLO’s clients’ educational needs at school-related meetings by requesting services from schools, tracking the schools’ compliance with timelines, participating in Individual Education Plan meetings and supporting clients in accessing education support.
- Defend students in school disciplinary hearings.
- Interview clients and collaterals
- Provide technical assistance to other EBCLO attorneys and social workers about education rights and participate in providing training to EBCLO staff

and other court partners, including CASA volunteers and county child welfare workers.

- Support EBCLO's relationship with the UC Berkeley School of Law's student clinic programs.
- Participate in regular meetings with EBCLO staff and participate in general office duties, including computer data entry of case information and timekeeping.
- Perform other duties required by grant funders, including data collection and reporting.

#### Minimum Qualifications:

- CA bar membership strongly preferred.
- Strong written and verbal skills.
- Demonstrated interest and ability in working with children and youth, and with low- income diverse ethnic communities.
- Ability to work independently and be self-motivated.
- Ability to drive with valid driver's license, auto insurance, and access to an automobile as needed.
- Experience with education law, youth education rights, disability rights or other relevant experience or training.

#### Knowledge and Abilities:

- Communicate effectively with clients, caregivers, co-workers, school personnel.
- Maintain accurate records, logs and case files including daily time keeping
- Use good judgment and make appropriate decisions in a fast-paced environment.
- Exercise interpersonal sensitivity and flexibility.
- Support and maintain a collegial and cooperative office culture which promotes equity and the passionate representation of clients.
- Establish working relationships with clients of diverse racial, cultural, socio-economic and SOGIE and age backgrounds and inspire their confidence.

SALARY: Range for CA licensed attorneys is from \$85,169-\$124,345 depending on experience as defined in EBCLO's salary scales. EBCLO also provides full health, dental, vision and acupuncture benefits for employees and pays 25% of dependent coverage as well as life insurance and a 403(b) retirement plan. EBCLO also provides an annual stipend for training and conferences. Our modern office space across the street from the Martin Luther King, Jr. Regional Shoreline is surrounded by windows, with high ceilings, and outdoor balcony access with a view of San Francisco. There is also a free gym and shower in the building open before and after work M-F.

APPLICATION DEADLINE: Review of candidates will begin immediately and continue until position is filled.

TO APPLY: Send cover letter, resume, and a list of three references to: [jobs@ebclo.org](mailto:jobs@ebclo.org) Please specify "Education Attorney" in subject line. The majority of EBCLO's clients are youth of

color impacted by or living in poverty. To best serve our clients, we are constantly striving for a work place which supports diversity, inclusion and equity and in which differences are acknowledged and valued. **In your cover letter, please explain how your perspective, background, culture and/or lived experience contributes to your ability to promote equitable practices in our advocacy for clients and within our organization.**

The East Bay Children's Law Offices is an equal opportunity employer and an ADA accessible facility. The East Bay Children's Law Offices values and promotes diversity. Applications encouraged regardless of race, gender, national origin, sexual orientation, age or disability.