

Position Title: Consult Attorney (Student Defense, Title IX, and Special Education Focus)

Location: Remote (Preferred Eastern or Central Time Zone)

Reports To: Senior Director of Student Defense and Senior Director of Special Education

Practice Focus: Student Defense, Title IX, Special Education Advocacy

Position Summary:

K Altman Law, a nationally recognized firm specializing in Student Defense, Title IX, and Special Education Advocacy, is seeking a Consult Attorney to serve as the firm's primary legal voice for prospective client consultations. The ideal candidate brings subject-matter expertise, excellent interpersonal communication skills, and sound legal judgment to guide families, students, and professionals through initial assessments of their legal situations. This is a client-facing, non-litigation role focused solely on consultation, legal vetting, and client conversion.

Key Responsibilities:

- Conduct scheduled legal consultations with prospective clients (Teams, Zoom, or phone)
- Assess case facts and legal issues in the areas of:
 - Student Defense (academic misconduct, disciplinary actions)
 - Title IX (sexual misconduct allegations, gender-based discrimination)
 - Special Education (IEPs, 504 plans, due process hearings)
- Determine legal merit and alignment with firm criteria for representation
- Set clear expectations on legal processes, timelines, and fee structures
- Communicate complex legal concepts in plain, empathetic language
- Collaborate with the intake coordinator and leadership to ensure seamless client onboarding
- Maintain accurate records and feedback in Clio and HubSpot
- Contribute to scripting, consult tools, and training documentation

Qualifications:

- J.D. from an accredited law school; bar admission is a plus, but not required
- **Required:** At least 2–3 years of experience in Student Defense, Title IX litigation/advising, and/or Special Education law
- Strong emotional intelligence and ability to connect with vulnerable or stressed clients (students, parents, educators)
- Comfort with a high-volume, fast-paced virtual consultation environment
- Excellent communication, time management, and organizational skills
- Experience with Clio, HubSpot, or other CRM/Case Management platforms preferred
- Background in intake, client-facing roles, or legal sales is a plus

Compensation & Benefits:

- Competitive salary based on experience and consultation volume
- Quarterly performance bonuses tied to engagement conversion rates
- Opportunity to influence the intake strategy and consult best practices
- Access to firm-wide training and ongoing professional development

Why Join Us?

This is a unique opportunity to gain hands-on experience in **education law** within a mission-driven legal practice. You will work closely with experienced advocates, engage directly with clients, and help make a meaningful difference in students' lives.