

*Updated – April/May 2022*

Position: Paralegal – Education and Municipal Law

Full Time

Weiss Burkardt Kramer LLC

Summary: WBK is an acclaimed leader in the highly specialized areas of law that impact local governments and school districts. WBK counsels municipalities and school districts on education, special education, municipal law, local taxation, labor relations, zoning, enforcement, and general litigation issues. WBK manages compliance with state and federal legislation including, but not limited to, the Pennsylvania School Code, the IDEA, Section 504, the ADA, the Civil Rights Act of 1964, Title IX, the Sunshine Act and Right-to-Know Law. Our professionals counsel clients on contracts and collective bargaining for teachers, administrators, police, public works, and support staff. We represent local governments in property assessments and other tax matters.

WBK is seeking a Paralegal to support its thriving school law practice. Successful candidate will primarily support attorneys in preparation and administration of student legal matters on behalf of school clients, particularly in preparation for special education due process hearings and IEP meetings. Paralegal will also support in other client matters, as needed, such as responding to Right-to-Know Law Requests and preparing materials for client professional development trainings. Paralegal may also have support responsibilities in connection with labor relations, personnel matters, and preparation and finalization of school policy manual revisions and updates.

Primary Duties:

Job duties will include, but are not necessarily limited to --

- Managing student records requests
- Preparing tables/charts including student progress data
- Preparing pleadings and exhibits for special education due process hearings
- Assisting with scheduling IEP meetings
- Researching, preparing memoranda, and assisting with legal writing
- Drafting settlement agreements and trust agreements
- Organization and categorization of student educational records, which will entail development of familiarity with various types of records
- Use of resources such as Westlaw and online case databases to retrieve and print or download statutes, regulations and legal opinions
- Assisting in preparation of school district policy manual revisions and updates
- Prepare and edit PowerPoint presentations
- Prepare tables and charts using Microsoft Excel and Word
- Complete Right-to-Know Requests, as needed
- Performing clerical duties such as preparation of correspondence, scheduling appointments, and similar tasks, as needed

Communication and Organizational Skills Required:

- Superior organizational skills and attention to detail
- Effective and professional communication skills
- Candidate must be able to communicate successfully with supervising attorneys, administrative support staff, clients and opposing legal counsel
- Excellent grammar and writing skills

Other:

- Proficiency in basic computer applications including Microsoft Word, Excel, Outlook, PowerPoint, Adobe Acrobat
- Prior experience in the legal field preferred

Education: Associate's Degree or equivalent combination of relevant education and work experience

Certificates: Paralegal Certification preferred

Contact:

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Partner

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