



*An award-winning EL Education School in Washington, DC*

**Position Available: Language Access Associate/Translator (Spanish)**

Capital City Public Charter School is seeking a Spanish Language Access Associate/Translator. The Language Access Program at our diverse PK-12 school aims to strengthen family-school communication and partnerships by ensuring that translation and interpretation services are of the highest quality, and equivalent to the communication provided in English. The Language Access Associate (LAA) is responsible for providing translation and interpretation services by collaborating with a variety of stakeholders including teachers, administrative staff and parents.

This position reports to the Language Access Manager. It is essential that the LAA be bilingual (English and Spanish).

Key areas of responsibility for the position are outlined below. This is a 12-month position which is exempt and therefore not eligible for overtime pay under the provisions of the Fair Labor Standards Act.

***Translation***

- Translate various school-related documents from English into Spanish, ensuring accuracy, correct grammar and spelling, terminology consistency, appropriate register and accessibility of content
- Contribute to timely scheduling of translation requests and timely delivery of final translations
- Conduct terminology research and contribute to the development of a terminology database
- Use Computer Assisted Translation tools, glossaries and reference documents appropriately
- Revise work performed by external contractors and ensure high quality and terminology consistency.

***Interpretation***

- Provide simultaneous or consecutive oral interpretation for a variety of educational purposes such as family meetings, conferences, workshops, and school-wide events
- Liaise with school staff and contribute to the timely scheduling of external interpreters for school events
- Support families and staff by clarifying terminology and purpose of meetings
- Contribute to developing interpretation glossaries
- Maintain Language Access Program logs and tracking systems

***Program Implementation***

- Work with the Language Access Manager to ensure compliance with local and federal Language Access requirements

- Contribute to strengthening family-school communication and language access for all families
- Implement systems for staff members and families to access services, including sign-up and scheduling systems with support from Language Access Manager.
- Provide training to school staff on procedures and best practices related to translation and interpretation with support from Language Access Manager
- Help promote a culturally sensitive school environment for English Learners and their families
- Promote translation and interpretation services throughout the school

**Candidate Requirements:**

- Bachelor's Degree; degree in translation or linguistics preferred; proven translation and revision experience; ATA certification preferred
- Excellent command of English
- Experience providing interpretation services
- Recent experience with education-specific terminology; practical knowledge of U.S. educational systems a plus
- Experience with Computer Assisted Translation tools
- Ability to take initiative and work both independently and within teams
- Flexibility and ability to adapt to changing situations and needs
- Strong interpersonal skills, with the ability to develop productive working relationships across a wide variety of individuals and groups
- Keen attention to detail
- Effective time management and ability to set priorities among competing demands
- Commitment to diversity and equity and experience working with diverse populations

**Compensation and benefits:** Salary of \$45,000-\$52,000 based on experience and credentials. Comprehensive benefits package.

**To Apply:** Email your resume and letter of interest to Gerson Paniagua, Assistant Director of Family Engagement at [capitalcityjobs@ccpcs.org](mailto:capitalcityjobs@ccpcs.org). Please include the position title in the subject line of your email.

**About Our School:** Capital City was founded in 2000 and now serves nearly 1,000 students in grades PK-12. In 2012, the entire school relocated to a newly renovated single campus in Ward 4. Capital City has been a model for school reform in the District. The school implements the EL Education model ([www.elschools.org](http://www.elschools.org)). Through this model teachers craft expeditions that incorporate projects, research, fieldwork, and service to support students in meeting rigorous standards. Capital City's program also emphasizes a strong social curriculum, a commitment to diversity, a strong inclusion model and the integration of arts into the curriculum.

***Capital City is an equal-opportunity employer. We do not discriminate on the basis of race, color, national origin, marital status, religion, sex, age, sexual orientation, disability, or any other protected status. All employment decisions will be made solely on the basis of the individual's qualifications as related to the requirements of the position being filled.***