



An award-winning EL Education School in Washington, DC

Position Available: Language Access Manager

Capital City Public Charter School is seeking a Language Access Manager to lead the work of developing, organizing, and launching a language access program at our diverse PK-12 school. The goal of establishing a language access program is 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 Manager is responsible for coordinating and supporting translation and interpretation services by collaborating with a variety of stakeholders including teachers, administrative staff, and parents.

The Language Access Manager reports to the Assistant Director of Family Engagement. Given the high percentage of Latinx families at Capital City, it is essential that the Language Access Manager be bilingual in Spanish and English.

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.

Program Development/Systems

- Establish systems to strengthen family-school communication and language access for all families.
- Establish and maintain systems for staff members and families to access services including sign-up and scheduling systems, and protocols.
- Ensure compliance with local and federal Language Access requirements.
- Provide training to school staff on procedures and best practices related to translation and interpretation.
- Work with the Assistant Director of Family Engagement and other staff to promote a culturally sensitive school environment for English Learners and their families.
- Promotes translation and interpretation services throughout the school.

Translation

- Provide translation services for families.
- Recruit, train, and supervise other translators including part-time contracted staff, Capital City staff with translation duties, and a Language Access Associate.
- Identify contractors to provide translations in languages other than English.
- Use technology appropriately in English and Spanish, to format, translate, save, and retrieve work.
- Maintain a translation guide with the translations of terms regularly used in communication and specific to Capital City.

Interpretation

- Provide oral simultaneous or consecutive interpretation for a variety of educational purposes such as family meetings, conferences, workshops, and school-wide events.
- Support families and staff by clarifying terminology and purpose of meetings.
- Recruit, train, and supervise other interpreters including part-time contracted staff, Capital City staff with interpretation duties, and a Language Access Associate.
- Identify contractors to provide interpretation in languages other than English.

Candidate Requirements:

- Bachelor's Degree
- Oral and written fluency in Spanish and English
- Experience providing interpretation and translation services in a variety of settings
- Recent experience using education-specific terminology and acronyms
- Knowledge of the latest research and promising new practices in translation and interpretation
- Ability to take initiative, work independently and in a team setting
- Strong interpersonal skills, with the ability to develop productive working relationships across a wide variety of individuals and groups
- Keen attention to detail
- Experience developing and maintaining systems
- Commitment to diversity and equity and experience working with diverse populations

Compensation and Benefits: \$55,000-60,000 based on experience plus comprehensive benefits package.

To Apply: Email your resume and letter of interest to Gerson Paniagua, Assistant Director of Family Engagement at capitalcityjobs@ccpcs.org. Please include the position title in the subject line of your email. Visit our website at www.ccpcs.org for additional information about our organization.

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). 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 requirement of the position being filled.