



# THE NEW YORK CITY DEPARTMENT OF EDUCATION

MADELENE S. CHAN, *Community Superintendent*

## COMMUNITY SCHOOL DISTRICT 24

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**Teresa Caccavale**  
*Deputy Superintendent*

**James Leahy**  
*Field Support Liaison*

**Beth Tekverk**  
*Director of Early Childhood*

**Eleanor McNamee**  
*Family Leadership Coordinator*

**Susana Santacruz**  
*Family Support Coordinator*

**Lourdes Pena**  
*Administrative Assistant*

**PER SESSION VACANCY NOTICE # 006**

**2021 – 2022  
(CONTINGENT UPON FUNDING)**

**Post Date: 6/14/21  
Deadline: 6/30/21**

**Position:** Teacher to serve as a translator for the District 24 Office.

**Location:** Various locations in schools and offices in Queens along with remote requirements.

**Eligibility Requirements:** License and appointed teacher staffed in District 24 or QNFSC

### **Selection Criteria:**

- Translator working within District 24 Schools with at least (3) years proven satisfactory work experience as a Translator, Interpreter or similar role.
- Fluency in both oral and writing the language you will be translating for
- Excellent proofreading skills with the ability to identify grammar, spelling and punctuation errors

### **Duties and Responsibilities:**

- Facilitate oral and written translations (parent meetings, trainings, document translation)
- Ability to facilitate oral and written translations during parent meetings, trainings, document translation etc
- Knowledge of education-specific terminology.
- Ability to convert text and audio recordings in one language to one or more others.
- Ensuring translated texts conveys original meaning and tone.
- Proofread translated texts for grammar, spelling and punctuation accuracy
- Follow up with internal team members to ensure translation meets their needs
- Edit content with an eye toward maintaining its original format (e.g. font and structure)

### **Preferred:**

- Pedagogical personnel with prior experience translating
- Minimum of 3 years conducting translations within the DOE
- Fluency in technology, specifically, remote and virtual learning (Zoom, Teams, Meets)

**Work Schedule:** As needed between 7/1/21 to 6/30/22.

**Salary:** As per collective bargaining agreement (Per Session)

**Application Instructions:** Visit <https://www.csd24.com/PerSession> to apply and submit resume

AN EQUAL OPPORTUNITY EMPLOYER M/F/D

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