PLEASE POST

NEW YORK CITY PUBLIC SCHOOLS

HS for Construction Trades, Engineering & Architecture — District 27 — School Q650

94-06 104th Street, Ozone Park, NY 11416

Circular #: 39

2026 - 2027

Date Posted: May 8, 2026 | Application Deadline: Jun 26, 2026

PER SESSION VACANCY CIRCULAR

Translation and Interpretation

POSITIONS AVAILABLE
1

PROPOSED WORK SEASON
School Year

CONTINGENT UPON FUNDING AVAILABILITY AND PROGRAMMATIC APPROVAL: This position is subject to budget approval and availability and may be withdrawn at any time.

POSITION

Name: Translation and Interpretation
Approximate Number of Positions Available: 1
School Name: High School for Construction Trades, Engineering & Architecture

LOCATION

HS FOR CTEA 94-06 104 th Street Ozone Park, NY 11416

Remote per session work may only be performed for professional development participation/facilitation and other duties as allowed by C-175 regulations and current DHR guidelines. Additional Superintendent and DHR approvals are required for other remote work.

ELIGIBILITY REQUIREMENTS

Licensed N.Y.C. Teacher About the Role: We are seeking a skilled and reliable Translator/Interpreter to support communication between school staff, students, and families who speak languages other than English. This role is essential for ensuring inclusivity and accessibility in our school community. Currently effective or highly effective as evidence in Advanced.

SELECTION CRITERIA

- Proficiency in English and [target language(s)] (spoken and written).
- Prior experience in translation and interpretation (educational setting preferred).
- Strong interpersonal and communication skills.
- Ability to work flexible hours as needed.

DUTIES / RESPONSIBILITIES

AND RESPONSIBILITIES:
- Provide accurate and timely translation of written documents (letters, forms, notices, etc.) into [target languages].
- Offer interpretation services during parent-teacher conferences, meetings, and school events.
- Maintain confidentiality and cultural sensitivity at all times.
- Collaborate with teachers, administrators, and support staff to ensure clear communication. Preferred Skills
- Familiarity with educational terminology.
- Certification in interpretation or translation (a plus).

Familiarity with educational terminology.
Certification in interpretation or translation (a plus).

WORK SCHEDULE

Proposed Work Season: School Year
Hours up to, but not limited to, the approximate number of hours listed. Additional hours may be granted upon approval of the hiring manager.

Translation and Interpretation -- continued

SALARY

The pay rate is dependent on the contractual designation and the relevant union or organization associated with the advertised title, as outlined in the Collective Bargaining Agreement.
Pay Designation: Per session rates as per UFT Collective Bargaining Agreement (subject to funding availability).

APPLICATION INSTRUCTIONS

All UFT and CSA per session applications must include a complete OP-175 form. Applications for DC 37 Extra Hours do not require a complete OP-175 form. All applications must include the Vacancy Circular number specified above.

Application Process: Current resume, letter of interest and completed OP 175 form to: (please print and submit) Nicole Cetra, Payroll Secretary 94-06 104th Street Ozone Park, NY 11416

NOTE: Service exceeding the number of hours specified in Chancellor's Regulation C-175 governing per session activities requires prior approval. The appropriate Per Session Supervisor must make the request through the Per Session Service System and receive approval before the person can begin working in the activity. Failure to obtain a valid waiver may result in the withholding of payment for hours worked beyond the maximum.

Visit the NYC Public Schools website for more information on per session opportunities: https://www.schools.nyc.gov/careers/other-jobs-in-schools/per-session-jobs

The New York City Department of Education is an equal opportunity employer. All applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, veteran status, or any other protected characteristic as established by law.

APPROVED BY: _____