



## **Notice of Job Vacancy #26-050**

Posting Date: September 8, 2025

Position: Spanish Language Interpreter/Translator Associate to serve Jefferson County Schools

Number of Positions: One (1)

Location(s): Selected associates will be itinerant and will serve Jefferson County Schools as assigned

Employment Term: Part-Time / "as needed"

Salary: \$31.50 per hour

### Qualifications:

1. Minimum high school diploma or equivalent
2. Demonstrate ability to speak, read, and write English and Spanish fluently
3. Demonstrate ability to interpret oral communications at normal speaking rate
4. Demonstrate ability to translate written communications accurately
5. Exhibit familiarity with language and practices related to public education
6. Prior interpreting/translating experience in an educational setting preferred

**Please note:** Applicants who have been dismissed or who have had their contracts non-renewed for cause by any school system, who have recent unsatisfactory evaluations by any school system, who demonstrate unsatisfactory interview performance, and/or who receive unfavorable reference recommendations by any school system will not be eligible for consideration for employment with EPIC.

**Job Summary:** The selected candidate will assist school personnel in communicating effectively with Spanish-speaking students and families to improve access to educational opportunity in Jefferson County Schools.

### Responsibilities:

1. Interpret appropriately, with correct pronunciation, from source language to target language.
2. Read a variety of materials for purpose of translating the documents.
3. Convert a variety of written materials from one language to another.
4. Translate a variety of documents to ensure accuracy of information.
5. Communicate cultural competency with diverse groups of individuals.
6. Establish and sustain effective working relationships with all stakeholders.
7. Maintain strict confidentiality.
8. Perform other duties and responsibilities as assigned.

Reports To: Building Principal; EPIC Administrator

Evaluation: As required by State Board Policy 5310. The evaluation process outlined in this policy will be followed for professional and service employees.

The employee shall remain free of any alcohol or non-prescribed drugs while in the workplace. Alcohol and controlled substances which affect employee productivity, safety or judgment in the workplace will not be tolerated.

Conditions of Employment: Recommended by the EPIC Administrator; Confirmed by the EPIC Regional Council

Start Date: Immediately following the onboarding process

Application Process: You may submit your application one of the following ways:

**Online application** can be made online via Teach-In West Virginia Application System.

[Use this link to go to the online application system.](#)

**Hard copy EPIC application** can be downloaded from the EPIC website.

[Use this link to access the EPIC hard copy application.](#)

Once the hard copy application is complete:

Email to Terri Hickerson at [terri.hickerson@wvesc.org](mailto:terri.hickerson@wvesc.org)

Fax to 304-267-3599 Attention: Human Resources

Mail to 109 South College Street, Martinsburg, WV 25401 Attention: Human Resources

**This posting will remain open until the position is filled or no longer needed.**