

Recorder Positions Available

Multiple positions available. Candidates with diverse educational backgrounds and experience are encouraged to apply.

Start Date: August 2017

On a mission to change education: Author and educator Alexis Pate launched Innocent Classroom® in 2012 with a vision to rebuild teacher-student relationships in school districts with the country's widest achievement gaps. In the Innocent Classroom program, we guide educators to connect with each child's basic motivation – their good – and to channel that insight into learning and growth.

Job Description:

- Recorders will draft lightly edited transcripts of Innocent Classroom workshops. This will include both paraphrased segments and word-for-word detail of conversations.
- Each Innocent Classroom program is delivered over the course of 2-3 months, in 5 to 6 total sessions. Participants and staff, including the Recorder, commit to attending all sessions.
- Recorders may choose to work on multiple programs.
- This is a temporary, contract (non-employee) position with opportunities for continued work.

Hours: 10-15 hours / week. Hours are flexible.

Compensation: Compensation is \$1250 per project or an estimated \$15/hour.

Responsibilities: Recorders will draft high-quality live transcriptions of Innocent Classroom sessions, accurately documenting unique exchanges between the trainer and participants. Following sessions, Recorders will file an initial draft and 3 days later file an edited draft free of typos and with enhanced fidelity through aid of audio recording. After receiving feedback from staff, the Recorder will update the draft to incorporate feedback within 2 days.

Recorders selected for a given program are expected to attend all sessions, arriving one hour early to set up and staying for the entirety of the session. Programs are typically held in the late afternoon / evening or on weekends.

Skills: Passion for writing; Fast, accurate live transcription skills; Ability to meet rigid deadlines; Positive attitude; Quickly incorporate critical feedback; Strong attention to detail; Experience working with issues of race; Proficiency with MS Office Suite (Word, Excel, PowerPoint); Flexible schedule; Ability to work in fast-paced team environment.

To Apply: Please send a resume and cover letter explaining your interest in this position with the Innocent Classroom to julian@innocenttech.com.

Innocent Technologies, LLC provides equal employment opportunity (EEO) to all persons regardless of race, color, religion, national origin, citizenship status, physical or mental disability, age, gender, sex, sexual orientation, gender identity and/or expression, genetic information, HIV status, marital status, status with regard to public assistance, veteran status or any other characteristic protected by federal, state or local law.