

## **Copy Editor**

### **JOB DESCRIPTION**

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#### **SUMMARY:**

This position reports to the Director, Curriculum Production and is responsible for working in collaboration with the Curriculum Development and Production teams to review all curriculum content prior to publishing to ensure voice consistency and grammatical accuracy.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Copyedit and proofread educational materials in digital and print formats for errors and inconsistencies in grammar, style, usage, and format.
- Works closely with Curriculum Development and Production teams to support the review process, from intake of content requiring copyedits through final publication onsite.
- Use of standardized proofreader/edit marks (AP Style format, for example) to indicate areas in the text requiring corrections.
- Collaborate with other team members through online project management software to track corrections to documentation from intake through final publication onsite.
- Develop a style guide to be used across the company's products.

#### **COMPETENCIES:**

- Excellent written and oral communication skills.
- Effective communicator with coworkers and manager.
- Strong self-initiative and attention to detail.
- Must be effective at multi-tasking, setting priorities, and meeting deadlines.
- Capable of working as a positive team member under any timeline.
- Strong problem solver.
- Absolute personal integrity and credibility.

#### **COMPUTER SKILLS:**

- Skilled in Adobe suite of products including Illustrator, InDesign, and/or Photoshop.
- Skilled in suite of Google office management tools (Gmail, Drive, etc.).

#### **EDUCATION AND/OR EXPERIENCE:**

Minimum of two years' product development is required, along with a Bachelor's degree in related or applicable field. Education experience is not a requirement, but a plus. Familiarity with science concepts and terminology also preferred.

## **Copy Editor**

### JOB DESCRIPTION (CONT'D)

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#### **PHYSICAL DEMANDS:**

Primarily must be able to work in front of a computer for prolonged periods of time. While performing the duties of this job, the employee may occasionally be required during evenings and weekend hours.

#### **WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

### **The Company**

#### **MISSION:**

We are focused on becoming the preeminent and most effective digital PK-12 STEM (Science, Technology, Engineering, and Math) resource used by teachers, students, and parents as measured by adoption, usage, and results.

#### **VISION:**

We help teachers adopt effective STEM instructional practices to improve student performance and increase the engagement of students and parents through high quality, customized, standards-aligned, and hands-on digital STEM curricula and resources.

#### **ABOUT US:**

At Accelerate Learning we understand that student success does not happen without great teachers. We also understand that teachers need support. We do everything by looking first through the lens of a **TEACHER** and asking, “What makes sense for the science classroom of today...and tomorrow?”

Accelerate Learning, in conjunction with Rice University, has created STEMscopes™, the most widely used PreK-12 science curriculum in Texas that is now available nationally. It is the favorite science program among teachers and currently serves more than 1.4 million students.

Affordable for schools, engaging for students, and easy to use for teachers, STEMscopes drives student achievement by supplying teachers with comprehensive core content and supplemental activities delivered in customizable ways that can be adapted to unique teaching and learning styles.