



Amana Academy is seeking crew members with a sense of adventure and curiosity to work in a diverse, supportive and collaborative environment. Established in 2005, our demonstrated track record of empowering students to do more than they think possible has resulted in Amana being among the most well-regarded public charter schools in the state of Georgia.

We use the Harvard-based [EL Education](#) model as the foundation for our cross-curricular STEM program powered by design thinking. EL provides a holistic framework for measuring student success, placing as much emphasis on character development and quality craftsmanship as it does on academic achievement.

Our flagship campus is located in Alpharetta and is authorized by Fulton County Schools and the Georgia Department of Education. It is open to students in grades K-8 who reside in the Fulton County Schools district. Our new West Atlanta campus, opening in August 2022, is located in Mableton and is authorized by the State Charter Schools Commission. In its inaugural year it will serve students in grades K-3 residing in the state of Georgia. Both campuses are tuition free.

**AMANA ACADEMY, INC.
JOB DESCRIPTION**

Job Location: West Atlanta Campus
Job Title: Front Office Professional Assistant
Department: Academics
Reports To: Principal or Appointed Designee
Status: Active
Work Schedule: 184 Days, Full Time Exempt
Start Date: July 18, 2022

DOING WORK THAT MATTERS

The Front Office Professional Assistant is responsible for the overall management of the front office, welcoming and assisting visitors and parents, responding to phone calls, and providing administrative support to the school principal. This position responds to general inquiries by providing information relating to school policies and procedures, referring only complex inquiries to the supervisor.

HOW YOU WILL EMPOWER STUDENTS TO GO BEYOND

MANAGES FRONT DESK:

- Maintains a consistently positive impression of the school by welcoming parents and visitors and responding to their needs quickly
- Answers the telephone in a friendly, courteous and tactful manner
- Screens telephone calls, letters and/or visitors, identifies and provides solutions to routine business matters requiring minimum direction from the supervisor, attempts to resolve complaints in a calm and courteous manner
- Manages routine student procedures such as bus transportation, arrival and dismissal, collection of fees and forms, and attendance tracking
- Monitors inventory of office supplies required for area of responsibility (e.g., photocopy supplies, office supplies, etc.) and orders additional materials as required within budget parameters
- Responsible for safety protocols and procedures in front lobby

PROVIDES HIGH LEVEL CLERICAL SUPPORT:

- Performs various clerical and secretarial support work associated with special projects such as school events, meeting planning, and day to day needs of the principal and teaching staff
- Maintains the school website calendar to include official business, meetings, conferences, and other events
- Prepares, types, and processes correspondence and other documents to ensure accuracy, completeness, and responds to requests and correspondence on own initiative and as directed by supervisor
- Creates, maintains, and manipulates data (e.g., forms, spreadsheets, databases, graphics, etc.) to gather information and generate reports
- Receives, sorts, and distributes school mail and deliveries in an accurate and timely manner; Ensures that all mail received is forwarded to the appropriate person and/or destination; Collects and prepares outgoing mail for the department
- Maintains school contact lists of all school personnel and all related directories (internal school directory, public staff list, school map, classroom nameplates, etc)
- Maintains Student and Staff identification badges
- Updates and maintains general parent and student information and forms as directed by various departments for distribution in the front office and/or school website
- Assists in arranging school field trips, to include booking events, scheduling transportation and collecting payment and permission forms from parents or guardians
- Schedules and maintains schools shared spaces such as conference rooms, meeting spaces and classrooms, ensuring proper equipment is available and set up as required/requested

MANAGES FACILITY SUPPORT:

- Maintains current vendor contact information
- Communicates daily janitorial needs to custodial staff as needed
- Monitors facility requests from school staff . Coordinates and schedules all follow-up action needed, (e.g., repairs, climate control, classroom furniture and equipment requests, etc.)
- Oversees all third party vendors while they are on campus, , i.e. landscaping, pest control, and alarm system, janitorial services, general repair vendors, etc
- Oversees janitorial services
- Maintains owner manuals/information, schedules and maintenance records
- Assesses performance of Facility Vendors, establishes new vendor relationships as necessary

ADDITIONAL RESPONSIBILITIES

- Performs other duties as assigned by the appropriate administrator

WHAT YOU NEED TO SUCCEED

- Education: High School Diploma or GED required
- Certification/Licensure: None required, must be willing to acquire additional training as needed
- Experience: 2+ years of clerical/administrative work experience preferred
- Knowledge/Skills/Abilities:
 - Proficient in Microsoft Office and Google Suite
 - Must be able to successfully manage multiple tasks, projects, responsibilities
 - Ability to work independently, exercise sound judgment and handle confidential information

- Excellent organizational skills and customer service skills
- Excellent communication skills both written and verbal

HOW YOU WILL GO BEYOND

- **Working Conditions for Amana's West Atlanta campus:**
 - Amana West is located on Girl Scout property at Camp Timber Ridge on 270 beautiful acres of land in Mableton, GA.
 - Classes will be held inside pod-like modular buildings separated by grade.
 - All specials are located in separate buildings that require a 5-15 min walk through the woods.
 - School will at times operate in an outdoor setting in a variety of weather conditions.
 - Staff must be comfortable teaching and leading students in both an indoor and outdoor setting.
 - Staff must possess and demonstrate an innate comfort with flexibility and being able to adapt to new circumstances.
- **Physical Demands:**
 - Ability to lift and carry 30-50 pounds with assistance
 - Ability to push or pull a maximum of 50 pounds
 - May require stooping or crouching

APPLICATION INSTRUCTIONS

IMPORTANT: Please follow this format for efficient consideration.

1. Email jobs@amanaacademy.org Be sure to put your LAST NAME and TEACHING POSITION you are applying for in the Subject line, e.g., "Smith Elementary Classroom Teacher"
2. In the cover letter, indicate how your past experiences connect with EL Education principles (eleducation.org) and the Amana vision, mission and guiding principles (<https://amanaacademy.org/about/vision-mission/>).
3. Attach your current resume.