



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, opened in August 2022, is located in Mableton and is authorized by the State Charter Schools Commission and serves students in grades K-4 who reside in the state of Georgia. Both campuses are tuition free.

**AMANA ACADEMY, INC.
JOB DESCRIPTION**

Job Location: Amana Academy
Job Title: HR Manager
Department: Operations - Network Office
Reports To: Operations Director / CFO
Status: Part Time/Exempt (Benefit Eligible)
Work Schedule: 235 Day Work Calendar, 25 hours per Week
Compensation Schedule: Non-Teaching Professional (A)
Pay Scale: Grade 28
Start Date: Immediate

DOING WORK THAT MATTERS

Embracing the EL Education framework, Amana Academy provides a learning environment that is active, engaging, challenging, and meaningful, and that enables students to demonstrate mastery of the Georgia Performance Standards. Amana employees should have a sense of adventure and curiosity and a desire to work in a diverse, supportive and collaborative environment.

The HR Manager provides the day-to-day supervision and management for staff involved in all HR Operations including Job Descriptions, Compensation and Salary Schedules, Recruiting, Onboarding, Leave Administration, Benefit Management, Payroll, State & County Personnel Systems, and Teacher Certification. The incumbent in this position also provides leadership and direction for all activities related to the administration of personnel policy, administrative procedures, Federal and State statutes to include Employee Investigations, EEO/ADA, Discipline, Case Management, Title IX and Background Clearance. The HR Manager will plan, lead, direct, develop, and coordinate the policies, activities, and staff of the HR Operations department, ensuring legal compliance and implementation of the School's mission and strategy.

ESSENTIAL RESPONSIBILITIES

- Develops and implements procedures and guidelines for the efficient operation of HR Operations
- Provides administrative leadership and guidance for all HR functions

- Administers and oversees the administration of human resource programs including, but not limited to, recruiting, hiring and onboarding
- Oversees the administration of compensation, contracts, salary schedules, payroll and benefits
- Oversees the administration of leave, FMLA, Workers Comp, ACA. Ensures compliance with State Department of Labor programs and guidelines, and all County and State policy and procedure, laws, codes and statutes.
- Oversees the administration of state and county personnel systems (Atlas, CPI), and Teacher Certification (GPSC)
- Is directly responsible for disciplinary matters, disputes and investigations. Provides administrative leadership for the management of employee complaints, performance and talent management, productivity, recognition, and morale
- Recommends, coordinates, and assists in the development and revision of Amana policy and administrative procedures
- Serves as the designee to investigate and respond to complaints alleging acts of discrimination based on race, color, national origin, sex, religion, age, or disability. Coordinates Title IX cases.
- Participates in processing of legal claims related to personnel actions that may be initiated by employee

ADDITIONAL RESPONSIBILITIES

- Maintains knowledge of trends, best practices, regulatory changes, and recent technologies in human resources, talent management, and employment law and applies this knowledge to communicate changes in policy, practice, and resources to upper management
- Assists in communicating the mission, goals, and objectives of HR to create an understanding of personnel/employee programs, challenges, and accomplishments
- Contributes vision and imagination to the solution of employment-related problems and challenges facing the School and staff
- Performs other duties as assigned by the appropriate administrator

WHAT YOU NEED TO SUCCEED

- Education: Bachelor's Degree from a regionally accredited university required
- Certification/Licensure: Applicable licenses and certifications are helpful but not required. Must be willing to acquire additional training as directed by manager
- Experience: 2+ years in related field
- Knowledge/Skills/Abilities:
 - Demonstrated ability to work with personal and confidential information
 - Working Knowledge of and experience with Microsoft Office, Google Suites
 - Must be able to successfully manage multiple tasks, projects and responsibilities
 - Ability to work independently and as a team member
 - Must be able to collaborate effectively with Network Office and school personnel, the District, the general public, and work with diverse groups of people
 - Excellent organizational skills and customer service skills
 - Ability to research and meet various federal and state requirements
 - Excellent communication skills both orally and in writing

ENVIRONMENT

- **Working Conditions for Amana's Alpharetta campus:**
 - Amana's flagship campus is located in a renovated shopping plaza, minutes from Alpharetta City Center and City Hall
 - The building sits adjacent to 92-acre Wills Park, and teachers are expected to integrate this beautiful resource into daily activities, classroom instruction and expedition work where possible. Amenities include:
 - Walking Trails
 - An outdoor classroom
 - Playgrounds and fields for recess

- Public art displays
 - 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
- **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.
 - 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 the POSITION you are applying for in the Subject line; eg, "Smith Elementary Classroom Teacher"
2. Attach your current resume.