



Amana Academy is seeking teachers 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: Alpharetta Campus
Job Title: Instructional Guide/MS TAG
Department: Teachers
Reports To: Principal
Status: Full Time Exempt
Work Schedule: 210 Workdays
Start Date: TBD

DOING WORK THAT MATTERS

Embracing the EL Education framework, the focus of Amana Academy TAG Coordinator/Instructional Coach is centered on student achievement.

This individual provides services for gifted and talented students, working in collaboration with administrators and teachers to provide instructional support for increasing advanced student achievement for all students, specifically gifted and talented students through staff development, instructional planning, and classroom support for teachers through the TAG Collaborative Model.

The TAG Coordinator/Instructional Coach will work as a colleague with classroom teachers to support student learning and teacher practice. They will focus on individual and group professional learning that will expand and refine the understanding about researched-based effective instruction for teachers. In order to meet this purpose, the TAG Coordinator/Instructional Coach will provide school wide and personalized, 1:1 support based on the goals and identified needs of individual teachers.

HOW YOU WILL EMPOWER STUDENTS TO GO BEYOND

- Creates and evaluates programming for middle school gifted and talented populations; collaborates with other teachers and administrators to develop, evaluate, and revise academic programs following approved Gifted & Talented curricula.

- Possess and apply knowledge of the educational needs of gifted and talented students.
- Instructs students through lectures, discussions, visual aids, and other effective teaching methods for student comprehension, works in collaboration with teachers to ensure talent development strategies are created and implemented for high able learners.
- Prepares lessons and outlines that effectively cover the material through content-pedagogy professional development, coaching, peer collaboration, classroom visits, model lesson demonstrations, preparation on lessons.
- Prepares, administers, and grades tests and assignments to evaluate students' progress. Administers and/or supports state and local testing processes and policies.
- Serves as a support to the referral and identification process of gifted students and works in collaboration with teachers and clerks/registrars to ensure accuracy of students' information coding and tagging for funding purposes.
- Coordinates conferences with parents and guardians to review student's performance, behavior and other issues.
- Observes and evaluates students' performance, behavior, social development, and physical health.
- Performs various administrative duties such as taking attendance, organizing the classroom, and responding to emails and phone calls from parents, school administrators, and staff in a timely manner.
- Attends in-person faculty meetings, teacher training workshops and educational conferences to maintain and improve professional competence.
- Maintains accurate, complete, and correct student records as required by laws, district policies, and administrative regulations.
- Assists administrators and other staff members in the orderly, expedient and safe transition of students from one location to another.
- Drives instructional excellence
- Builds an environment that fosters collaboration and continuous improvement
- Models and co-teaches lessons in classrooms as needed to support teacher development
- Provides guidance, direction and coordination for implementing and utilizing the core practices of Amana's Instructional North Star, EL Education, and Amana Academy's Math Manual
- Accountable for coordinating and overseeing the execution of the EL Workplan, Learning Walkthroughs, including Field Studies, Learning Expeditions/Case Studies, and Service Learning.
- Oversees EL Credentialing Effort.
- Assists teachers with planning and pacing of lessons, the development of differentiated lessons and the selection of best practices to meet the needs of their students.
- Supports teachers and administrators in using data to improve instruction on all levels
- Informally observes (non-evaluative) lessons and provides feedback for a teacher's professional growth and students' success.
- Develops coaching plans for teachers to ensure student improvement
- Contributes to the development of systems and structures to improve teacher practice within school
- Accountable for coordinating and overseeing key student milestones: Student Led Conferences, Celebrations of Learning, Passages.
- Demonstrates the ability to build an effective learning community
- Attends Professional Development with education partners such as EL Education, NCTS, NCTM.
- Intentionally collaborates with the STEM director to align EL and STEM Design Thinking implementation vision.

ADDITIONAL RESPONSIBILITIES

- Prepares adequately for responsibilities to be assumed when absent
- Integrates appropriate technology into classroom instruction
- Avoids behaviors which detract from staff morale
- Required to have prompt, regular attendance in-person and be available to work on-site, in-person during regular business hours and as needed.
- 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: Valid Georgia Teaching Certification in applicable field required, or must be eligible to hold a valid Georgia Teaching Certificate
- Gifted Endorsed or willing to commit to and successfully complete the year long tuition free gifted endorsement program course (Sponsored by Fulton County)
- Experience: 3+ years of classroom experience preferred
- Knowledge/Skills/Abilities:
 - Proven communication and instructional strategies
 - Classroom management skills
 - Excellent communication skills both orally and in writing
 - Excellent organizational skills
 - Knowledge of strategies and materials for the education of gifted and talented students.
 - Ability to design and implement interdisciplinary units of study.
 - Ability to use open-ended and problem solving approaches of instruction.
 - Flexibility and confidence in working with gifted students, their parents, and staff.
 - Knowledge of curriculum design and implementation.
 - Knowledge of assessment principles and design.
 - Knowledge of statutory and regulatory requirements of gifted and talented students.
 - Ability to develop and deliver training to adult learners.
 - Ability to interpret data.
 - Strong organizational, communication, and interpersonal skills.
 - Identification of gifted and talented students in an annual cycle and as required for transfer students.

HOW YOU WILL GO BEYOND

- **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

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; eg, "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.

Amana Academy is an equal opportunity employer. Amana Academy does not discriminate in employment with regard to race, color, religion, national origin, citizenship status, ancestry, age, sex (including sexual harassment), sexual orientation, marital status, physical or mental disability, military status or unfavorable discharge from military service or any other characteristic protected by law.