



Amana Academy is seeking educators 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 (Fulton County)
Job Title: Middle School Assistant Principal
Department: Academics
Reports To: Principal
Status: Full Time, Exempt
Work Schedule: 220 Days
Start Date: Immediate

DOING WORK THAT MATTERS

The Assistant Principal is a member of the school leadership team. This role supports the Principal in providing the instructional and organizational leadership. The role serves as the school's advocate and works with all stakeholders to create a common vision for the school that best positions the school for success and engages students and their community. The Assistant Principal also works with others to develop and execute a school improvement plan and allocates resources to continually improve student achievement. The Assistant Principal is committed to building a talented instructional team and working with the Principal to ensure a safe, engaging learning environment for all students.

HOW YOU WILL EMPOWER STUDENTS TO GO BEYOND

- Drives instructional excellence
- Participates in the supervision and evaluation of professional and classified personnel
- Builds an environment that fosters collaboration and continuous improvement
- Implements and monitors school-wide behavioral expectations and policies including monitoring attendance trends and overseeing truancy interventions; addresses safety and welfare issues by holding meetings with parents, investigating incidents, documenting findings, contacting proper authorities and conforming to legal requirements and obligations.
- Collaborate and develop master schedules.
- Plan, schedule and coordinate various school projects.
- Manages school financial, physical, and personnel resources to support optimal instruction
- Serves as school's advocate and regularly communicates with all stakeholders
- Manages diverse opinions, ideologies, and expertise to achieve school vision and objectives
- Conducts routine administrative duties as assigned by the Principal

- Follows all school, county, state, and federal policies and procedures
- Follows professional ethics in all work-related activities

ADDITIONAL RESPONSIBILITIES

- Integrates appropriate technology into classroom instruction
- Avoids behaviors which detract from staff morale
- Performs other duties as assigned by the appropriate administrator

WHAT YOU NEED TO SUCCEED

- **Education:** Master's Degree in Education or related field is required
- **Certification/Licensure:** Must hold a Tier I or II Georgia Leadership Certification or hold a qualifying out of state Leadership Certification
 - Will also consider, if valid, a renewable T5 or higher Teaching Certification with passing scores on the GACE Leadership Ethics Test
 - Must enroll in a leadership program that leads to Georgia Tier I certification within one year of hire
 - Must complete a leadership program that leads to Georgia Tier I Leadership certification within three years of hire
- **Experience:** 3-5+ years of classroom teaching experience in addition to experience with leading/coaching teachers (i.e. Teacher Leader, Department Chair, Instructional Coach or Administrative position).
- **Knowledge/Skills/Abilities:**
 - Proven communication and instructional strategies
 - Classroom management skills
 - Excellent communication skills both orally and in writing
 - Excellent organizational skills
 - Experience/Working Knowledge of Restorative Practices
 - Experience/Working Knowledge of Counseling/Social Emotional Learning Practices
 - Experience/Working Knowledge of common school platforms/administrative responsibilities (ie Infinite Campus, Scheduling, Grading, Standardized Testing).

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.