



Amana Academy is seeking educators with a sense of adventure and curiosity to work in a diverse, supportive and collaborative environment with a “We are Crew” mindset. 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 West Atlanta campus, opened in August 2022, is located in Mableton and is authorized by the State Charter Schools Commission. It serves students in grades K-4 residing in the state of Georgia, and is planned to expand each year. Both campuses are tuition-free.

**AMANA ACADEMY, INC.
JOB DESCRIPTION**

Job Location: Amana Academy - Alpharetta Campus
Job Title: Dean of Students
Department: Teacher Support
Reports To: School Principal
Status: Full Time Exempt
Work Schedule: 210 Workdays
Start Date: TBD

DOING WORK THAT MATTERS

The Dean of Students will work to build and deepen a positive school climate and culture by training students how to understand and manage emotions; how to set and achieve positive goals; how to feel and show empathy for others; how to establish and maintain positive relationships; and how to make responsible decisions.

The Dean will center their work on the five core competencies of Behavior Management: Self-Awareness, SelfManagement, Social Awareness, Relationships Skills, and Responsible Decision making. The Dean will be responsible for the direct support to school staff on programming including standards of behavior, staff development to enhance classroom management skills, and an ongoing proactive approach to assessing and addressing school behavior and cultural needs.

Additionally, the Dean will be responsible for promoting school culture & climate by managing and supporting key events and programs across both middle and elementary school.

ESSENTIAL DUTIES

- Supports faculty and staff to develop student behavioral expectations.
- Provide Tier I, II, and III coaching strategies for teachers and staff to support the needs of all students in the classroom. .
- Manages the implementation of individual student behavior plans in partnership with other student support teams such as MTSS, Counselor, AP, etc.
- Provides classroom observational feedback for faculty and staff. Assists teachers with improving classroom management climate through the implementation of effective instructional methods and effective behavioral strategies such as High-Five Habits.
- Manages student investigations and documentation for all student incidents.
- Administers school site suspensions with administration team according to Amana Academy Discipline Code.
- Informs parents on school discipline policies; provides behavior feedback and support for students and parents. Schedules restorative justice meetings with faculty, staff, students, and parents.
- Remains current on best practices in social and emotional learning, learning differences, and the Georgia Standards of Excellence and applies them to the role.
- Consults with Principal and staff concerning social emotional learning needs of students.
- Provides guidance on designing social emotional learning integration into the school.
- Provides professional development to support the social emotional learning curriculum and instruction by using best practices, including research on learning theory and content standards.
- Supports the integration of social and emotional learning education throughout school.
- Provides social and emotional learning education workshops for parents and community.
- Provides technical support and modeling of social and emotional learning lessons to whole classes and small groups in accordance with curriculum identified by the district.
- Presents professional development for school staff on social and emotional learning for students and on district SEL program goals and report requirements.
- Maintains accurate, complete, and correct student records as required by laws, district policies, and administrative regulations.
- Oversees office referral and discipline database systems. Analyzes and reports on student behavioral trends and develops proactive preventative solutions.
- Works with administration, student leadership and grade level teams to coordinate the planning and implementation of assemblies and ceremonies, including awards and certificates for academic growth, attendance and behavior.
- Coordinates and supports student acknowledgement efforts.
- Supports grade level teams with school culture field trips.
- Supports after school clubs and events.
- Plans staff culture and team building events with the administration team.

ADDITIONAL RESPONSIBILITIES

- Supports instructional staff's engagement in professional development workshops including oneself
- Attends SEL professional development and training.
- Attends meetings, training workshops and educational conferences to maintain and improve professional competence.
- Demonstrates advanced proficiency with various computer-based software (SIS, Microsoft Office, Graphing Tools, Data Dashboards)
- Prepares adequately for responsibilities to be assumed when absent
- Avoids behaviors which detract from staff morale
- Performs other duties as assigned by the appropriate administrator
- Required to have prompt, regular attendance in-person and be available to work on-site, in-person during regular business hours and as needed.
- Assists administrators and other staff members in the orderly, expedient and safe transition of students from one location to another.

WHAT YOU NEED TO SUCCEED (MINIMUM QUALIFICATIONS)

- Education: Bachelor's Degree from a regionally accredited university required. (A Master's Degree in a related field is preferred.)
- Certification/Licensure: Valid Georgia Professional Standards Commission Certification in applicable field required, or must be eligible to hold a valid Georgia Certificate. Leadership certificate or related certifications preferred.
- Experience: Minimum 5 years of experience as a teacher, school counselor or instructional coach required. (Advanced training and/or minimum 2 years of experience implementing Response to Intervention models and programs or Minimum 2 years as a school-based MTSS (RTi)/SST Chair preferred.)
- Knowledge/Skills/Abilities:
 - Ability to promote 'the right kind of energy' to foster a positive school climate
 - Strong mediation and conflict resolution skills are desired
 - Strong knowledge in social and emotional learning research, evaluation, strategies, theories, techniques, and methods of instruction for the district.
 - Understands the five social and emotional learning core competencies.
 - Has successful experience designing and delivering professional development.
 - Ability to engage a variety of stakeholders.
 - Ability to work independently and in collaboration with other teams.
 - Possesses strong interpersonal skills and the ability to create productive and healthy relationships.
 - Ability to promote and follow Board of Education policies, Superintendent's initiatives and directives, Amana goals, priorities, and procedures
 - Must be able to communicate effectively with students, staff, and community
 - Allocates time and resources effectively
 - Respects confidentiality
 - Strong knowledge and skill in problem solving processes
 - Computer and technology skills
 - Excellent organizational and leadership skills
 - Excellent communication skills both written and verbal

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

APPLICATION INSTRUCTIONS: IMPORTANT: Please follow this format for efficient consideration.

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". 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.