



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: Literacy Coach
Department: Teacher Support
Reports To: School Principal or Appropriate Designee
Status: Full Time Exempt
Work Schedule: 190 Workdays
Start Date: TBD

DOING WORK THAT MATTERS

The Literacy Coach works with teachers and students across the school to improve the quality of teaching and students learning Reading and Language Arts, through the use of the Georgia Performance Standards (GPS). This Coach is responsible for assisting the teachers in providing individual assistance to students experiencing significant struggles in the areas of phonemic awareness, phonics, fluency, vocabulary, and comprehension.

ESSENTIAL DUTIES

- Assists in determining the level of implementation of literacy with a focus on foundational literacy skills and explicit and systematic reading instruction
- Provides school-based interventions and supports
- Assists administrators in supporting, training, and coaching teachers and staff in literacy
- Designs and delivers training to administrators/teachers in providing feedback to students to improve instruction delivery
- Identifies resources and supports teachers with differentiation to meet all students' needs in literacy
- Works in collaboration with other departments and areas to maximize teacher effectiveness as it relates to the literacy instruction
- Assists teachers and grade level teams with the implementation of the Georgia Performance Standards
- Works with teachers to improve classroom management and climate through the implementation of effective instructional methods
- Analyzes student and teacher test data to determine teaching and learning effectiveness for each concept taught
- Analyzes student test data and advises teachers and appropriate staff of trends, outcomes, needs and effective practices
- Recommends changes to current practices, approaches, methods, strategies, and assessments as needed
- Demonstrates, monitors, and evaluates the application of effective teaching strategies
- Recommends best practices to achieve the desired student learning outcomes
- Conducts observations, professional development and professional learning activities as needed
- Coordinates substitute teacher arrangements from arrival to dismissal, including covering unanticipated needs and ensuring substitutes have materials needed to be effective
- Responsible for training & oversight of substitute teachers throughout the day

ADDITIONAL RESPONSIBILITIES

- 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)

- Knowledge of K-8 Curriculum, research based reading interventions, data collection and research based instructional practices
- Deep understanding and belief in EL and the EL ELA Curriculum
- Education: Bachelor's Degree or beyond from a regionally accredited university required
- 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.

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.