



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 West Atlanta campus is located in Mableton and is authorized by the State Charter Schools Commission. It serves students in grades K-5 residing in the state of Georgia. Both campuses are tuition free.

**AMANA ACADEMY, INC.
JOB DESCRIPTION**

Job Location: West Atlanta Campus
Job Title: School Counselor
Department: Academics
Reports To: Principal or Appointed Designee
Status: Part Time, Exempt
Work Schedule: 200 Days
Start Date: TBD

DOING WORK THAT MATTERS

Utilizing leadership, advocacy and collaboration, School Counselors promote student success, provide preventative services, and respond to identified student needs by implementing a comprehensive school counseling program that addresses the academic and personal/social development for all students.

HOW YOU WILL EMPOWER STUDENTS TO GO BEYOND

Social Emotional Learning

- Provide direct counseling services to students experiencing social or emotional difficulties, including individual and group counseling sessions.
- Collaborate with teachers, administrators, and parents to develop and implement intervention plans to support students' social and emotional well-being.
- Partner with the school behavior specialist to conduct assessments and screenings to identify students in need of additional support and track progress over time.
- Maintain accurate and confidential records of counseling sessions and student progress.

Culture & Character

- Develop engaging and meaningful lesson plans for weekly crew sessions, incorporating themes and activities that promote character development, social-emotional learning, and community building.
- Maintain accurate records of High 5 Habits weekly grade inputs, ensuring timely and consistent data collection.
- Generate High 5 Habit report cards based on the collected data, providing feedback to crew members on their progress and areas for improvement.

- Work closely with teachers and behavior specialists to coordinate and plan weekly Community Circle events, fostering a sense of belonging and connection among students.
- Participate in weekly meetings with the student support team to discuss progress, challenges, and opportunities related to crew programming.

504 Coordination

- Facilitate and develop individualized 504 plans for eligible students
- Collaborate with school personnel to identify individuals who may be eligible for 504 accommodations
- Ensure that staff members are knowledgeable about the rights of individuals with disabilities and their responsibilities in providing accommodations
- Develop, review, and update policies and procedures related to Section 504 compliance
- Communicates effectively with parents/guardians regarding their child's rights and accommodations under Section 504

ADDITIONAL RESPONSIBILITIES

- Performs other duties as assigned by the appropriate administrator

WHAT YOU NEED TO SUCCEED

- Education: Master's Degree in School Counseling required
- Certification/Licensure: Must hold or be eligible for 5-5 certification in school counseling
- Experience: 2+ years of experience in counseling students as individuals and in groups and experience interpreting standardized testing results preferred
- Knowledge/Skills/Abilities:
 - Ability to plan, implement, and evaluate a guidance and counseling program based on student needs
 - Proven skill in counseling/advising individuals and groups
 - Ability to convey accurate information regarding academic and career guidance
 - Ability to consult with teachers, staff, and parents regarding the needs of students
 - Knowledge of available school, system and community resources
 - Awareness of cultural diversity and its implications for school counseling
 - Must be able to successfully manage multiple tasks, projects, and responsibilities
 - Ability to apply critical thinking skills in rendering solutions to various issues
 - Must be able to collaborate effectively with District personnel, the general public, and work with diverse groups of people
 - Ability to work collaboratively and cooperatively as a member of a team and in a professional manner
 - Knowledge of current counseling practices across the academic, career and personal/social domains
 - Knowledge of current career and college entrance requirements
 - Excellent communication skills both written and verbal

ENVIRONMENT

- **Benefits**
 - Medical
 - Dental
 - Vision
 - Life & Disability Insurance
 - FSA/HSA
 - Paid Leave/Paid Parental Leave
 - 403B
 - Teachers Retirement System
- **Working Conditions**

- 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, e.g., “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.