



Amana Academy is seeking candidates 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.

**AMANA ACADEMY, INC.  
JOB DESCRIPTION**

**Job Location:** Alpharetta Campus  
**Job Title:** Clinic Assistant  
**Reports To:** Principal or Appointed Designee  
**Status:** Full Time, Exempt  
**Work Schedule:** 184 days, Academic School Year Calendar

Amana Academy is a thriving Expeditionary Learning School with 2 campuses in the Atlanta, Georgia area. Now celebrating our 20th year, Amana Academy’s Alpharetta Campus serves a diverse group of 700+ students in grades K-8. Amana Academy’s West Atlanta Campus is located in Smyrna and will serve grades KG-6.

With over one hundred staff members, Amana has an excellent team culture that actively facilitates teacher leadership. Teachers at Amana are dynamic leaders in their profession who instill a passion for lifelong learning and independent critical thinking through a holistic curriculum driven by research, innovative practices and a collaborative, international culture.

**About Amana:**

- High academic achievement delivered using the Expeditionary Learning Schools methodology
- Focus science, technology, engineering and mathematics (STEM)
- Research-proven curricula such as: Eureka Math
- Instruction in Foreign Language (Arabic) at all grade levels using the FLES model
- Instruction in Media Technology and Computer Science
- Adventure PE
- Instruction in Visual Arts

**DOING WORK THAT MATTERS**

Assists in the day-to-day work in the school's health clinic

**HOW YOU WILL EMPOWER STUDENTS TO GO BEYOND**

- Monitors the activity of the school health clinic under the direction of the school administration
- Monitors ill or injured students while in the school health clinic
- Makes appropriate contact with administrators and parents regarding students who are sent to the school health clinic
- Administers basic first aid as needed

**ADDITIONAL RESPONSIBILITIES**

- Attends pre-service and service meetings as required
- Perform other duties as assigned by the appropriate administrator

## WHAT YOU NEED TO SUCCEED

- Education: High school or GED required
- Certification/Licensure: Completion of health or equivalent course in first aid/CPR required
- Experience: Some experience working with children preferred

### Knowledge/Skills/Abilities:

- Knowledge of and appropriate techniques to administer basic first aid
- Ability to work effectively with the administration in implementing the objectives of the program
- Ability to handle confidential information
- Must be detailed and task oriented
- Excellent organizational 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](mailto: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](http://eleducation.org)) and the Amana vision, mission and guiding principles (<https://amanaacademy.org/about/vision-mission/>).
3. Attach your current resume.

Amana Academy does not discriminate on the basis of race, color, religion, national origin, age, disability, or gender in its employment practices, student programs, and dealings with the public.