



Amana Academy is seeking staff 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 Smyrna and is authorized by the State Charter Schools Commission. It serves students in grades K-6 residing in the state of Georgia, and is planned to expand each year. Both campuses are tuition-free, public charter schools. .

AMANA ACADEMY, INC. JOB DESCRIPTION

Job Location: Amana Academy North Fulton - Alpharetta Campus
Job Title: Facilities Coordinator
Department: Operations
Reports To: School Principal & Director of Operations
Status: Full Time Exempt
Work Schedule: 235 work days, 7:15- 3:45, occasionally weekends and evenings
Start Date: August 2025

DOING WORK THAT MATTERS

The Facilities coordinator is responsible for management of the maintenance, repair and general cleaning of the campus facilities and parking structures to ensure that the campuses remain safe and functional.

Provides the day-to-day supervision and management of all facilities maintenance and plant services activities; The incumbent in this position will be working internally with various departments and service providers.

ESSENTIAL DUTIES

Front Desk & Building Support

- Provide assistance to front desk staff as needed
- Support during high-traffic times such as morning arrival, dismissal, and school events
- Assist with wheelchair or nurse-related emergencies
- Respond to non-emergency “100” calls (e.g., teacher restroom breaks)
- Help new SROs by coordinating schedules, access, and building orientation
- Conduct weekly interior building walkthroughs using a cleanliness checklist; share feedback with staff
- Perform weekly exterior building inspections to identify and address maintenance needs
- Maintain and support cleanliness in shared spaces (e.g., staff lounges)

- Coordinate vendor visits: request services, escort vendors, and verify task completion
- Obtain quotes for work requests under \$5,000
- Monitor facility requests to ensure timely resolution or provide reasons for denial
- Log emergency drills into the designated system
- Manage the Crisis Go platform
- Ensure SRO presence and scheduling for school days and events
- Inspect building conditions following storms
- Spanish bilingual preferred

ADDITIONAL RESPONSIBILITIES

Technology Support:

- Coordinate with the Tech Coordinator to ensure timely repair or replacement of broken devices and prompt return to students
- Oversee the check-in and check-out process to maintain accurate inventory of laptops and other devices throughout the year
- Ensure 100% collection of parent permission forms for student computer use
- Support GoGuardian monitoring for student device usage
- Serve as a liaison between the Finance and Tech teams regarding technology repairs and replacements
- Troubleshoot basic software issues and monitor IT request forms for on-site resolutions

Transportation:

- Manage and update the bus list, including moving students off the waitlist as seats become available
- Send timely communications regarding bus delays via the designated bus listserv
- Ensure bus drivers are informed of the school schedule and any changes
- Maintain and operate the bus Remind and email distribution lists

WHAT YOU NEED TO SUCCEED

MINIMUM QUALIFICATIONS:

- Education: High School Diploma or GED required
- Experience: 2+ years of related work experience required, previous facilities supervision experience preferred
- Certification: None

Knowledge/Skills/Abilities:

- Must be able to successfully manage multiple tasks, projects, responsibilities
- Must be able to perform responsibilities with a sense of urgency to meet the needs of others, respond to solve problems, and willing to accept a variety of tasks to perform
- Must be a professional team player with a high level of positive energy and a can do approach in all activities
- Excellent communication skills both written and verbal
- Ability to be a self-starter and prioritize activities to meet goal

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
 - May require work in inclement weather
 - Staff must be comfortable working in a fast paced, often standing environment
 - 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 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 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.