



Amana Academy is seeking teachers 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.

**Position:** Paraprofessional

**Reports To:** Principal or Appointed Designee

**Location:** Amana WEST Campus

**Work Schedule:** 40 hours/week, Full Time

**Date to Remove:** Until Filled

**Start Date:** Immediate

#### **JOB DESCRIPTION:**

Amana Academy Charter School currently has an opening for a Special Education paraprofessional opening.

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, located in Smyrna, is a growing school currently serving grades K-6.

With over one hundred staff members between both campuses, 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.

Rooted in outward bound philosophies through the implementation of Harvard-based EL Education - a pioneering organization in the world of socially conscious project-based education that empowers kids to be leaders of their own learning and bring positive change to their communities. Our mission is to provide students with high academic achievement beyond what they think possible so that they can become active contributors to building a better world. Furthermore, crew members should exhibit the following qualities:

Adaptable & flexible

Practices self-reflection

Lifelong learner

Collaborates well with others and is a thought partner (teachers, students, parents, community members)

Understands the role of school in a child's life

Growth mindset - positive change oriented

Organized

Loves children and passionate about education

Exudes power in presence (quiet storm, engaging, energetic, etc.)

Strong communication skills

Team player

Trustworthy

Believes that EVERY child can and will succeed - taps into their strengths

Finds something positive in every situation

If you are wanting to be a part of this journey, join us as a founding crew member as we embark upon experiencing a different approach!

### **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

### **POSITION SUMMARY:**

The KG Paraprofessional supports certified teachers in meeting the instructional, educational, behavioral, and social emotional needs of students in the classroom (in-person) and community.

### **ESSENTIAL DUTIES:**

- Assists with classroom organization, management, and presentation/development of classroom instruction; Works under general supervision of the instructional staff.
- Assumes a lead role with the substitute teacher when the classroom teacher is absent.
- Follows the operating guidelines required by the Georgia Kindergarten program  
Assists the teacher in the preparation of educational materials for students.
- Works individually with students and/or in small groups to help reinforce learning objectives
- Assists with all aspects of the daily routine, including distributing and collecting supplies, keeping attendance records, and all other instructional Quality guidelines as assigned.
- Participates in the lunchroom, recess, hall monitoring, and bus duties
- Must be able to follow written and oral instructions quickly and accurately.
- Must be able to handle sensitive and confidential information.
- Required to have prompt, regular attendance in-person and be available to work on-site, in-person during regular business hours.
- Assists with preparing and maintaining learning centers for instruction.

- Performs other duties as assigned by the appropriate administrator.
- Assists the teacher in the preparation of educational materials for students.
- Works individually with students and/or in small groups to help reinforce learning objectives.
- Responds to emails and phone calls from school leaders and teachers in a timely manner.
- Assists during standardized testing to support state and local testing processes and policies.
- Assists with preparation of daily lesson plan materials and makes copies of materials for students (print or electronic).

**MINIMUM QUALIFICATIONS:**

- Must pass the GACE Paraprofessional Assessment with a minimum score of 250 within 1 year from Date of Hire OR must have Technical Certificate of Credit in Early Childhood Education in lieu of passing GACE Assessment an associate degree or above is acceptable.
- High School Diploma or GED equivalent.
- 1-2 years of experience required.
- Ability to understand and follow directions
- Instruction for Phonics\Reading of science
- Excellent communication skills both written and verbal
- Good organizational skills

**Physical Demands:**

- Ability to lift and carry 30-50 pounds with assistance
- Ability to push or pull a maximum of 50 pounds
- Typically sitting, standing, walking
- May require stooping or crouching

**BENEFITS:**

Amana offers a comprehensive and competitive benefits package for all full time employees including:

- Medical, Dental, and Vision Plans
- Life and AD&D insurance
- Access to additional group term life insurance
- Flexible Spending Account/Dependent Flexible Spending Account
- Access to Voluntary Critical Illness, Short Term Disability, and Accident Insurance
- Access to the Georgia's Teacher Retirement System (Pension Plan)

*This document provides descriptive information about the above Amana Academy position. Work actually performed by incumbents in this position may vary. Although this document may be used for recruiting, staffing, or career planning, the information contained herein*

*should only be used as a guideline or recommendation for the content of and qualifications for this position. An individual's ability to meet the qualifications and capabilities described in this document is not a guarantee of employment or promotion. Amana Academy reserves the right to make changes to this document as deemed necessary without providing advance written notice.*

**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 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.*