



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-7 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 West Campus
Job Title: Front Desk Assistant
Department: Operations
Reports To: Operations Manager
Status: Full Time Exempt
Work Schedule: 190 work days
Start Date: November 2026

DOING WORK THAT MATTERS

Supports with the movement of students across campus due to late arrivals, early dismissals, and other needs. Assists with overall management of the front office such as managing visitor check in, routing incoming calls, and providing administrative support. Assists with the school lunch program when needed.

ESSENTIAL DUTIES

- Maintains a consistently positive impression of the school by welcoming parents and visitors and responding to their needs quickly
- Greet all parents, students, vendors, and guests warmly, verify identification, issue visitor badges, and monitor front entry system
- Answer telephone systems, take accurate messages, screen and route calls, and assist distribute daily mail or deliveries
- Assist with student attendance tracking, early dismissals, and late arrivals, and bus transportation.
- **Walking students between the campus main building and modular buildings**
- **Assist with walking students from modular buildings to front office for early dismissal or clinic visits**
- Manages inventory of office supplies required for area of responsibility (e.g., photocopy supplies, office supplies, etc.) and orders additional materials as required within budget parameters
- Maintains safety protocols and procedures in front lobby

ADDITIONAL RESPONSIBILITIES

Lunch Assistance Duty:

- Assists with distributing preordered meals to students and staff
- Monitor students in the cafeteria and designated eating areas to maintain a safe, orderly, and positive environment

WHAT YOU NEED TO SUCCEED

MINIMUM QUALIFICATIONS:

Education: High school diploma or GED required; associate degree or specialized clerical training preferred.

Experience: 1 to 3 years active experience working in front desk, customer service, or general office experience; school or public sector background preferred.

Knowledge/Skills/Abilities:

- Proficiency in standard office software (Microsoft Office, Google Workspace, multi-line phones, copiers); strong interpersonal and de-escalation communication skills.
- Exceptional interpersonal, oral, and written communication skills.
- Ability to interact compassionately with visitors, parents and children and de-escalate stressful situations with parents.

ENVIRONMENT

- Amenities include:
 - Walking Trails
 - An outdoor classroom
 - 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:
 - Routine physical activities associated with normal office environment
 - 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.