



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 both campuses (Alpharetta or Smyrna)
Job Title: Operations Manager
Department: Operations
Reports To: School Principal & CFO
Status: Full Time Exempt
Work Schedule: 235 work days
Start Date: January 1, 2027

DOING WORK THAT MATTERS

Provides leadership and management of all Operations of the school - including, but not limited to, Facilities Services, Maintenance, Safety & Security, School Nutrition, Tech, Transportation. This role is essential for ensuring that all operations run smoothly and efficiently across the entire campus.

ESSENTIAL DUTIES

Administration

- Assists the Principal in developing and maintaining a positive school/community climate and a safe and healthy environment conducive for academic success
- Leads and supports non-teaching staff, including office personnel, custodians, and maintenance workers
- Support during high-traffic times such as morning arrival, dismissal, and school events

Operational Management

General Operations:

- Develops and implements operational policies and procedures to ensure smooth day-to-day operations
- Monitors departmental practices, supplies, and expenditures for efficient use of resources

- Prepare and present reports on operational activities, compliance status, and other relevant metrics to the Director of Operations

Facilities:

- Manages school campus, including maintenance, security, and custodial services
- Maintains physical plant with in house maintenance along with outside contractors.
- Receives quotes on any needed repairs or facilities construction
- Develops all safety plans on drills and safety assessments
- Plans and manages for efficient use and maintenance of the organization's facilities, including custodial services and building security

School Nutrition:

- Coordinates food services to ensure compliance with nutritional guidelines and efficiency in meal distribution
- Manages Food service company to ensure compliant meals are served.

IT :

- Oversees IT contractor to ensure campus technology is reliable and secure through management of enterprise backups, upgrades, maintenance, and monitoring

Compliance Oversight

- Works with a leadership team to monitor school compliance with applicable laws, regulations, and rules.
- Manage the safety platform, oversee emergency drills, visitor management systems, and safety compliance.
- Ensure SRO presence and scheduling for school days and events
- Help new SROs by coordinating schedules, access, and building orientation
- Manages Compliance of the School Nutrition Program to ensure alignment with all federal, state and local policies and procedures.
- Maintain Food Control in partnership with School Nutrition vendors through planning, forecasting, ordering & receiving. Ensure safety procedures are followed at all times.
- Maintains ServSafe Certification.
- Spanish bilingual helpful

ADDITIONAL RESPONSIBILITIES

Transportation:

- Oversee transportation logistics, including bus schedules and route planning
- 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 schedules and email distribution lists

WHAT YOU NEED TO SUCCEED

MINIMUM QUALIFICATIONS:

Education:

A Bachelor's degree in business administration, management, finance, or a related field is commonly preferred

Certification/Licensure: None required

Experience: 3 to 5+ years of progressive experience in operations, facilities management, business

administration, or nonprofit/school leadership.

Knowledge/Skills/Abilities:

- Humble, solution orientated leadership skills
- Proficiency in relevant software and tools for compliance, inventory, and administrative management
- Strong understanding educational environments and public school operations
- Excellent organizational and leadership skills
- Proficiency in using technology and data management systems.
- Extensive technical knowledge of facilities operations, including safety and security, and the ability to oversee capital projects, maintenance plans, and funding requests
- Proven ability to work with and serve as a liaison with contracted partners
- Strong decision-making ability, budget experience, proven performance and resource management skills
- Ability to effectively lead, organize, and direct the work of others
- Demonstrated ability to design and implement a strategic plan for the Operations Division
- Ability to relate to a wide variety of people and to observe, listen and provide leadership which results in the best possible work environment
- Strong analytical and problem-solving skills
- Excellent communication skills both written and verbal

ENVIRONMENT

- Amenities include:
 - Park, 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.