



Amana Academy is seeking paraprofessionals 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: North Fulton Campus
Job Title: Paraprofessional - Special Education
Department: Academics
Reports To: Principal or Appointed Designee
Work Schedule: 184 Days, Full Time Exempt
Start Date: July 2026

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 serves 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.

DOING WORK THAT MATTERS

The Paraprofessional (Special Education) supports certified teachers in meeting the instructional, educational, behavioral, and social emotional needs of students with disabilities in the classroom (in-person) and community. The incumbent will need to be familiar with individual education plans (IEP) and be able to follow them.

HOW YOU WILL EMPOWER STUDENTS TO GO BEYOND

- Assist with classroom organization, management, and presentation/development of classroom instruction; Works under general supervision of the instructional staff.
- Assume a lead role with the substitute teacher when the classroom teacher is absent.
- Follow the operating guidelines required by the Georgia Pre-Kindergarten program Assists the teacher in the preparation of educational materials for students.
- Work individually with students and/or in small groups to help reinforce learning objectives
- Assist with all aspects of the daily routine, including distributing and collecting supplies, keeping attendance records, and all other instructional Quality guidelines as assigned.
- Participate in the lunchroom, recess, hall monitoring, and bus duties
- Prepare data binder and collect data for the IEP goals.
- Must be able to follow written and oral instructions quickly and accurately.
- Monitors the classroom during teacher's participation in IEP meetings or other activities/planning which require the teacher to be out of the room.
- 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.
- Assist with preparing and maintaining learning centers for instruction

ADDITIONAL RESPONSIBILITIES

- 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.
- Supports teachers in meeting the instructional, educational, behavioral, and social emotional needs of students with disabilities in the classroom (in-person) and community.
- 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).

WHAT YOU NEED TO SUCCEED

- 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

HOW YOU WILL GO BEYOND

- **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 Be sure to put your LAST NAME and TEACHING POSITION you are applying for in the Subject line, e.g., "Smith Elementary Classroom Teacher"
2. In the cover letter, indicate how your past experiences connect with EL Education principles (eleducation.org) and the Amana vision, mission and guiding principles (<https://amanaacademy.org/about/vision-mission/>).
3. Attach your current resume.