



Amana Academy is seeking staff 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.

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 new West Atlanta campus, opening in August 2022, is located in Mableton and is authorized by the State Charter Schools Commission. In its inaugural year it will serve students in grades K-3 residing in the state of Georgia. Both campuses are tuition free.

**AMANA ACADEMY, INC.
JOB DESCRIPTION**

Job Location: Alpharetta
Job Title: After School Enrichment Program – Instructor
Reports To: Director of After School Programs
Status: Part Time
Work Schedule: Between 3:00 - 6:30pm Mon – Thu and 1:00 - 6:30 Fri
Start Date: After successful completion of screening process

DOING WORK THAT MATTERS

Embracing the EL Education framework, Amana Academy provides classroom instruction that is active, engaging, challenging, and meaningful, and that enables students to demonstrate mastery of the Georgia Performance Standards. All interested applicants should have a sense of adventure and curiosity and a desire to work in a diverse, supportive and collaborative environment.

HOW YOU WILL EMPOWER STUDENTS TO GO BEYOND

ASEP Instructors lead and work with a group of 15-25 elementary and/or middle school students in group-cluster settings (i.e. Kg -1 group clusters with 2nd & 3rd grade group, with a minimum of 1 instructor per group). Instructors ensure the safety of all students as they guide them through the daily schedule that includes, study hall, planned lessons/enrichment, breaks, snack distribution and clean up, and indoor and outdoor activities. Instructors must maintain a positive, uplifting attitude and have the ability to engage with, and excite all students in his/her care. Instructors are responsible for the care of all students in the program. Instructors follow all school, county, state, and federal policies, procedures and professional ethics in all work-related activities.

ADDITIONAL RESPONSIBILITIES

- Prepare lesson plans based on curriculum themes
- Work collaboratively with ASEP administration to provide the best care and enrichment for our students
- Will communicate with parents/guardians as outlined in our policies
- Facilitates home-school communication by such means as messaging, through program management app, dismissal touch point, and any other method approved by ASEP administration
- Integrates appropriate technology into classroom instruction

- Avoids behaviors which detract from staff morale
- Performs other duties as assigned by the appropriate administrator

WHAT YOU NEED TO SUCCEED

Minimum Qualification:

Must be at least 18 years of age and legally able to work in the United States.

Education: High School Diploma or GED, 24 Technical College hours or 30 College/University semester hours from an accredited institution (equivalency of one (1) year of college preferred)

Certification/Licensure: None required

Experience: None required; Experience working with children preferred

Knowledge/Skills/Abilities:

- Able to understand and follow directions
- Excellent communication skills both written and verbal
- Excellent organizational skills
- Must be able to stand, walk and physically interact with students for 90% of scheduled time (up to 5 hours) including a minimum of 60 minutes outside.
- Must be able to lift at least 50lbs
- Must undergo and pass background screening
- Must be able to work between the hours of 3:00pm - 6:30pm, Mon - Thu and 1:00pm - 6:30pm, Fri

HOW YOU WILL GO BEYOND

- Staff must possess and demonstrate an innate comfort with flexibility and being able to adapt to new circumstances.

APPLICATION INSTRUCTIONS

IMPORTANT: Please follow this format for efficient consideration.

1. Email jobs@amanaacademy.org and cc: ahaddad@amanaacademy.org Be sure to put your LAST NAME and POSITION you are applying for in the Subject line; eg, "Smith ASEP Instructor"
2. Attach your current resume.