



Amana Academy is seeking crew members 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:** West Atlanta Campus  
**Job Title:** School Registrar/Data Clerk  
**Department:** Academics  
**Reports To:** Principal or Appointed Designee  
**Status:** Active  
**Work Schedule:** 190 Days, Part Time Non-Exempt  
**Start Date:** July 24, 2023

**DOING WORK THAT MATTERS**

The Registrar is responsible for registering students and managing a wide variety of student and curriculum information. The work involves responsibility for the day-to-day maintenance and operation of the school information management system utilized for student registration, scheduling, curriculum planning, grade reporting and related activities.

**HOW YOU WILL EMPOWER STUDENTS TO GO BEYOND**

- Manages student enrollments, transfers, and withdrawals:
- Processes required forms and information to enroll new students and discusses the process with students and parents.
  - Prepares documentation and drafts correspondence pertaining to registration requirements and procedures.
  - Completes all withdrawal paperwork for exiting students, including getting transfer grades from teachers and collecting textbooks
  - Communicates with previous schools, for incoming students, to get all relevant educational records, including following up with families in regard to immunization, birth certificate, and social security records
- Distributes and Maintains Student Schedules:
- Enters student schedules, adding/dropping students in appropriate sections for all classes after master schedules have been developed by the administration
  - Distributes all prospective schedules prior to the beginning of each semester (for student/parent review)
  - Corresponds, via email and phone, in regard to all possible schedule changes

- Reviews schedule change request forms, as approved by the Counselor, and makes appropriate changes
- Communicates with counselors/special education case managers in regard to possible schedule changes if questions arise regarding graduation requirements
- Participates in professional development regarding curriculum, graduation requirements, or other issues related to scheduling

#### Data Collection and Maintenance:

- Enters records of incoming students to conform with District standards
- Works closely with leadership and data reporting core team members to ensure accuracy on all state and federal reporting based on Department of Education guidelines
- Ensures accuracy and integrity of students/staff data through the use of various queries and edit reports by continually editing and updating data
- Manages and submits, both via mail and electronically, transcripts and other requested records as authorized and prepares related correspondence.
- Communicates with parents and students in regard to Affidavits of Residence; Collects and maintains Affidavits of Residence
- Helps maintain permanent records; Imports Georgia testing identifiers on a regular basis to ensure assignment for each student; Applies test score labels to test cards in student permanent records
- Participates in professional development regarding record keeping and curriculum for international students
- Receives and transfers middle school permanent records to high school permanent records

#### Manages Student Records and Reports:

- Prepares various lists and reports in regard to student ranking, grade averages, graduation, reassignments etc.
- Prepares graduation and rank in class lists and transcripts; Prepares Federal, State, County, and other special statistical reports.
- Reviews students' immunization forms to verify adherence to governmental requirements.
- Reviews student records and registration information to determine attendance boundaries, immigration and immunization status.
- Collects and prepares data for Federal, State and District reports.
- Responds to inquiries involving registration, foreign student registration, and student records
- Enters student "entry" and "leave" data daily and updates demographic data as changes are presented
- Coordinates procedures for issuance of staff educational system user IDs and passwords; Reissues passwords when security has been compromised
- Provides training and support for school clerical staff on accessing/updating student information, locating students using student schedules, and student check in/out procedures
- Provides training and support to clinic workers for maintaining health/emergency data

### **ADDITIONAL RESPONSIBILITIES**

- Performs other duties as assigned by the appropriate administrator

### **WHAT YOU NEED TO SUCCEED**

- Education: High School diploma or GED required
- Certification/Licensure: None required
- Experience: Minimum 3 years clerical/secretarial experience required. Experience in data processing preferred.
- Knowledge/Skills/Abilities:
  - Ability to handle minor student problems and work with students, parents and staff members
  - Must be Proficient in Google & Microsoft Suite
  - Knowledge of basic office procedures
  - Ability to handle confidential information
  - Ability to compose and compile correspondence from a variety of sources
  - Ability to navigate educational websites and systems

- Prior experience with Infinite Campus preferred
- Must be able to work effectively with District and school personnel, parents, and students
- Ability to work with minimal supervision
- Must be detailed and task oriented
- Excellent organizational skills and customer service skills
- Excellent communication skills both written and verbal

## HOW YOU WILL GO BEYOND

- **Working Conditions for Amana's West Atlanta campus:**
  - Amana West is located on Girl Scout property at Camp Timber Ridge on 270 beautiful acres of land in Mableton, GA.
  - Classes will be held inside pod-like modular buildings separated by grade.
  - All specials are located in separate buildings that require a 5-15 min walk through the woods.
  - School will at times operate in an outdoor setting in a variety of weather conditions.
  - 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](mailto: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](http://eleducation.org)) and the Amana vision, mission and guiding principles (<https://amanaacademy.org/about/vision-mission/>).
3. Attach your current resume.