



Amana Academy is seeking educators 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 West Atlanta campus, opened in August 2022, is located in Mableton and is authorized by the State Charter Schools Commission. It serves students in grades K-4 residing in the state of Georgia, and is planned to expand each year. Both campuses are tuition free.

**AMANA ACADEMY, INC.
JOB DESCRIPTION**

Job Location: Amana Academy - Alpharetta Campus
Job Title: MTSS/504 Coach
Department: Teachers
Reports To: School Principal
Status: Full Time Exempt
Work Schedule: 210 Workdays
Start Date: November 2023

DOING WORK THAT MATTERS

Works in an instructional support capacity to provide professional learning, technical guidance and best practice resources and materials in the area of Section 504, Multi-Tiered System of Supports (MTSS) and Student Support Team (SST); Serves as the primary intervention specialist and school contact for Section 504 and MTSS, and SST (Student Support Team), as well as functions as the school liaison between General Education, Psychological Services and Special Education for compliance and due process issues related to students suspected of having impairments or disabilities under IDEA or Section 504

ESSENTIAL DUTIES

- Ensures that meetings are scheduled to review 504 plans upon parental request to address areas of concern and/or to review any new diagnostic information received
- Chairs Section 504 meetings and ensures compliance with annual reviews of 504 plans and triennial redetermination of 504 eligibility
- Disseminates existing 504 plans to teachers at the beginning of the school year and during transition points of teachers (ex. Semester change)
- Trains all school staff on expectations surrounding Section 504 plan eligibility, plan development and tracking of progress on accommodations
- Ensures proper personnel are invited to attend Section 504 meetings (examples include but are not limited to teachers, administrators, school nurse, school psychologist, etc.)
- Supports and monitors implementation of a Multi-Tiered System of Supports (MTSS) model for increasing student achievement (includes academics and behavior)
- Utilizes understanding of how to select and analyze data related to individual students, groups of students and classrooms to positively impact achievement and behavior
- Provides training and support on effective use of school-based intervention teams, including collaboration, communication, and cohesion across various team members (administrators, teachers, counselors, school psychologists, etc.)
- Provides training and ongoing support for data systems that provide critical student achievement data and information
- Meets with teachers individually or in grade-level teams to help interpret data, determine intervention efficacy and plan next steps of support
- Models and assists teachers in the use of data to place students in intervention groups and define focus of instruction for each group
- Plans, schedules and leads MTSS and Student Support Team (SST) meetings in coordination with the principal, support staff, parents, and instructional staff
- Assists with the monitoring of Reading and Math instruction to ensure the use of sound teaching practices consisting of evidence based instructional practices which are implemented with fidelity
- Provides training and support related to MTSS software tools (universal screener, progress monitoring, system data tools)
- Ensures that the MTSS/SST adheres to legal requirements in order to protect the legal integrity of the system and students
- Plans and delivers ongoing staff development for teachers and paraprofessionals with respect to MTSS
- Maintains records and ensures compliance with federal, state and local guidelines and reporting requirements

ADDITIONAL RESPONSIBILITIES

- Supports instructional staff's engagement in professional development workshops including oneself
- Demonstrates advanced proficiency with various computer-based software (SIS, Microsoft Office, Graphing Tools, Data Dashboards)
- Prepares adequately for responsibilities to be assumed when absent
- Avoids behaviors which detract from staff morale
- Performs other duties as assigned by the appropriate administrator

WHAT YOU NEED TO SUCCEED (MINIMUM QUALIFICATIONS)

- Education: Bachelor's Degree from a regionally accredited university required. (Master's Degree in School Counseling, or School Psychology preferred.)
- Certification/Licensure: Valid Georgia Teaching Certification in applicable field required, or must be eligible to hold a valid Georgia Teaching Certificate
- Experience: Minimum 5 years of experience as a teacher, school counselor or school psychologist required. (Advanced training and/or minimum 2 years of experience implementing Response to Intervention models and programs or Minimum 2 years as a school-based MTSS (RTI)/SST Chair preferred.)
- Knowledge/Skills/Abilities:
 - Strong mediation and conflict resolution skills are desired
 - Must conceptually understand Section 504 requirements and aid in helping with accommodation plan development based upon need
 - Demonstrates skills in data gathering and analysis, project planning and evaluation
 - Ability to promote and follow Board of Education policies, Superintendent's initiatives and directives, Amana goals, priorities, and procedures
 - Must be able to communicate effectively with students, staff, and community
 - Allocates time and resources effectively
 - Respects confidentiality
 - Must have an understanding of instructional decision-making
 - Knowledge of legal issues and requirements related to special education and 504
 - Knowledge of special education programs and services
 - Strong knowledge and skill in problem solving processes
 - Strong knowledge of testing and assessment
 - Computer and technology skills
 - Deep understanding of instruction in reading/literacy, math, and behavior interventions
 - Ability to develop, implement, monitor, and evaluate program goals and initiatives
 - Excellent organizational and leadership skills
 - Excellent communication skills both written and verbal

ENVIRONMENT

- **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; eg, "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.

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.