



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:** Amana Academy  
**Job Title:** HR Specialist  
**Department:** Operations - Network Office  
**Reports To:** Operations Director  
**Status:** Part Time/Exempt (Benefit Eligible)  
**Work Schedule:** 235 Days, 20-25 Hours per Week  
**Pay Scale:** Grade 27-28, \$24-\$32/hour  
**Start Date:** Immediate

**DOING WORK THAT MATTERS**

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

The HR Specialist is responsible for coordinating multiple administrative activities related to school personnel. Their duties include developing recruitment strategies and onboarding new employees; implementing systems for managing staff benefits, certifications, and compliance; and overseeing substitute teachers.

**REQUIREMENTS**

**Recruiting**

- Utilizes creativity, marketing resources and current technologies to include Job Boards, Social Media, and Digital Media. Writes and maintains job descriptions.
- Implements, and assesses strategic recruitment strategies to ensure a pipeline of highly qualified candidates is being created through targeted efforts including district job fairs, industry career fairs, and partnerships with technical college and university personnel.

- Utilizes systems that accurately captures and reports data relative to recruitment/selection, onboarding, and retention; Initiates and responds to various requests for talent management related information from various stakeholder groups.
- Interprets and monitors compliance with Board policy, administrative procedures, and human resources guidelines pertaining to employee recruitment and retention; Recommends updates and revisions of policies, procedures, and guidelines to Executive personnel.
- Provides training to Principals and District leaders on best practices and strategies for recruitment, selection, and retention.
- Manages the budgeting, scheduling, and logistics for all District recruitment efforts and events.
- Provides complete, current, accurate, and inspiring information to candidates about the School and available positions.
- Conducts effective research and gathers vacancy and market data to identify available recruitment sources.
- Establishes and maintains relationships and networks that will contribute to the School's overall recruitment and retention mission.

### **Hiring & Onboarding**

- Screens applicants and manages the interview process for assessing candidates. Develops offer recommendations by analyzing district job descriptions, position listing and salary steps. Responsible for writing offers and contracts, submitting offers for approval, extending offers to the candidate, and communicating any updates, reminders and needs both externally and internally.
- Conducts reference and background checks as required by school policy.
- Processes and completes numerous HR Staffing actions in Paycom, Atlas, CPI, E Verify and internal systems (i.e. hires, rehires, promotions, demotions, assignment changes, data updates, etc.)
- Arranges onboarding and orientation for candidates through partnering with required staff members. Acts as point person during onboarding.

### **Internal HR System Management**

- Creates and distributes various confidential correspondence (i.e. contracts, employee confirmations, separations, wage and assignment changes, etc).
- Prepares timely and accurate system reports to assist school leadership with budget and staffing.
- Serves as a primary contact for the Operations Director, Principals and school staff with system questions, recommendations, salary questions, procedures and guidelines.
- Collaborates with benefit providers including SHBP and private providers to arrange benefit offerings. Conducts annual benefit enrollments, reconciles benefits monthly, completes benefit changes, and is the primary contact for all employee benefit questions.
- Collaborates with GAPSC, reviews teacher certifications, completes required forms for Clearance and Teaching Certification, and is the primary contact for certification questions.
- Serves as the primary contact for Leaves. Responsible for all federal compliance requirements for administering FMLA. Coordinates with Payroll Specialist to calculate and activate LOA changes.
- Serves as the primary contact for Workers Compensation. Responsible for all federal, state and local compliance requirements for administering Workers Compensation.
- Serves as the primary contact for the Department of Labor. Responsible for compliance with federal and state requirements.
- Ensures school compliance with all federal and state employment laws, codes and guidelines.

### **Managing Substitute Pool**

- Screens, hires and onboards qualified teacher, clinic and clerical substitutes.
- Maintains adequate sub pool.

- Manages the substitute process, including identifying and filling needs, communicating schedules and lesson plans, monitoring substitute and staff attendance and producing absence reports as needed.

## ADDITIONAL RESPONSIBILITIES

- Prepares adequately for responsibilities to be assumed when absent
- Integrates appropriate technology into role
- Avoids behaviors which detract from staff morale
- Performs other duties as assigned by the appropriate administrator

## WHAT YOU NEED TO SUCCEED

- Education: Bachelor's Degree from a regionally accredited university required
- Certification/Licensure: Applicable licenses and certifications are helpful but not required. Must be willing to acquire additional training as directed by manager
- Experience: 2+ years in related field
- Knowledge/Skills/Abilities:
  - Demonstrated ability to work with personal and confidential information
  - Working Knowledge of and experience with Microsoft Office, Google Suites
  - Must be able to successfully manage multiple tasks, projects and responsibilities
  - Ability to work independently and as a team member
  - Must be able to collaborate effectively with Network Office and school personnel, the District, the general public, and work with diverse groups of people
  - Excellent organizational skills and customer service skills
  - Ability to research and meet various federal and state requirements
  - Excellent communication skills both orally and in writing

## 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
- **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; eg, "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.