



GUAHAN ACADEMY CHARTER SCHOOL JOB ANNOUNCEMENT



GUAHAN ACADEMY CHARTER SCHOOL (GACS) is currently accepting job applications for the following positions:

CLOSING DATE: January 13, 2025

- **Secondary Teacher in English and Social Studies:** Bachelor's degree required; teaching certificate and Direct Instruction experience preferred
- **Counselor:** Master's degree in Counseling or related field required; completion of an approved human relations component and counseling program coursework preferred; ability to work with children grades K-5 preferred
- **Administrative Assistant (AmeriCorps):** Associate's degree or high school diploma with 5+ years' experience in administrative work and handling payroll and timesheets required
- **Administrative Assistant:** Associate's degree or high school diploma with 5+ years' experience in administrative work and handling payroll and timesheets required
- **Administrative Clerk (Full-Time or Part-Time, 4 hours/day):** High school diploma or equivalent required; experience in school office setting and administrative duties required
- **Child Nutrition & Meals Coordinator:** Bachelor's degree in Nutrition or equivalent experience in Child Nutrition Program required
- **Personnel Officer:** Bachelor's degree required; minimum 2 years' experience in personnel management with proven knowledge of current labor laws, ADA, EEO, and FLMA preferred; SHRM membership preferred
- **Accounting Assistant:** Associate's or Bachelor's degree in Accounting required; 5+ years' experience in accounting field required; proficiency in QuickBooks preferred
- **Attendance/Safety Officer:** High school diploma or equivalent required; Bachelor's degree preferred; experience with children in a school setting or other environment required; experience with community partnerships and family outreach required
- **Curriculum Coordinator:** Bachelor's degree in Education required; experience with Direct Instruction (DI) program required; 5+ years' teaching experience required

APPLY ONLINE

www.guahanacademy.org

Contact: 671-734-1066 or Email: careers@guahanacademy.org for more information.

We are an EEO Employer.

Guahan Academy Charter School does not discriminate on the basis of race, religion, gender, national origin, cultural heritage, political beliefs, sexual orientation, disability, or marital status.