



TREASURE VALLEY

CLASSICAL ACADEMY

Front Office Manager

Treasure Valley Classical Academy is seeking candidates to serve as the school's front office manager. Candidates must understand and support the mission of the school and must have a desire to help students “learn the true, do the good, and love the beautiful.” The front office manager serves as the operational and logistical support hub of the school and works closely on a day-to-day basis with the administration. Ideal candidates will have a solid background in Microsoft Office, database management, and/or similar software systems—combined with strong customer service and collaboration skills. Specific duties and responsibilities include the following:

- Supports the administration in all things related to the day-to-day functioning of the school front office.
- Manages and executes the school's front office financial and associated services.
- Responsible for school-wide routine attendance systems and emergency accountability reporting.
- Oversees school policies and procedures; responsible for version control, updating, and public posting.
- Manages the school's uniform policy, used uniform store, and related purchasing and vendor accounts.
- Responsible for budgeting, planning, and execution of all school special events and special projects.
- Serves as the school's principal day-to-day liaison to the PTCA for coordination and planning purposes.
- Handles logistical support and planning for Fall and Spring semester fine arts events and productions.
- Ensures dissemination of crucial special events information via *The Chronicle* and other school media.
- Supports the administration in all things related to the lottery and student enrollment/records/schedules.
- Prepares for, manages, and executes annual school lottery, including all communications with parents.
- Responsible for all aspects of student records management (hard copy and electronic versions).
- Assists in creating the school master schedule; processes all course inputs, changes, and staff/student adjustments.
- Serves as customer service focal point for transcripts, enrollment, scheduling, and student records.

Treasure Valley Classical Academy is a tuition-free charter school that will open K-6 in the 2019 academic year and grow a grade each year after that to become a K-12 school. The curriculum in the elementary school consists of explicit phonics in spelling and reading; grammar via traditional methods of instruction; the Core Knowledge sequence (not to be confused with Common Core) in literature, history, and science; Singapore math; and Latin and Greek roots. Daily study in Latin will be required from the seventh to eighth grade, and another year of Latin is mandatory in the high school. Great books and Socratic discussion commence in the upper elementary school. The upper-school curriculum centers on the reading and discussion of great books in literature, primary sources in history, and on a thorough understanding of both the facts and the concepts in mathematics and the sciences. The study of art and music is required K-8, and art and music electives are offered as well. To graduate, all seniors must write a senior thesis and deliver and defend it orally in front of fellow students, members of the faculty, and the principal. Treasure Valley Classical Academy is affiliated with the Barney Charter School Initiative at Hillsdale College.

Interested candidates should go to the employment page on the school's website (www.tvcacademy.org) to apply. Questions should be addressed to the principal, Mr. Stephen Lambert at hr@tvcacademy.org.