



TREASURE VALLEY CLASSICAL ACADEMY

School Receptionist

Treasure Valley Classical Academy is seeking candidates to serve as the school's receptionist. 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 school receptionist serves as the first point-of-contact for the school and coordinates with the administration on a day-to-day basis. Ideal candidates will exude a calm and friendly demeanor in a bustling front office environment and will have exceptional customer service skills. Specific duties and responsibilities include the following:

- Serves as the school's initial and primary customer service point-of-entry for students, parents and staff.
- Assists the office manager as needed to ensure smooth operations.
- Acts as the conduit for routine and emergency front office communications with students and parents.
- Manages the school's "carpool" operations—all aspects of student arrival and departure procedures.

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.tvcademy.org) to apply. Questions should be addressed to the principal, Mr. Stephen Lambert at hr@tvacademy.org.