



TREASURE VALLEY CLASSICAL ACADEMY

Assistant Director of Operations

Treasure Valley Classical Academy is seeking candidates to serve in the role of Assistant Director of Operations (ADO). The ADO assists the Director of Operations (DO) in all things related to day-to-day operations and logistics and works closely with the school's leadership team. The DO is part of the school's core leadership team. This position requires an energetic and self-motivated individual capable of simultaneously managing multiple projects. Excellence in problem solving, communication, organization, and IT skills is a must. Experience in an educational setting, and familiarity with budgeting is beneficial but not required. Ideal candidates will have a solid background in Microsoft Office and Google Suite and database management and/or similar software systems—combined with strong customer service and collaboration skills. Candidates must understand and support the mission of the school.

Treasure Valley Classical Academy is a tuition-free charter school that will serve students in grade K-8 for the 2021-2022 academic year and grow a grade each year 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 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. Teachers are hired based upon their mastery of academic disciplines and their capacity for conveying knowledge to young people. 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.

Applicants should send a cover letter and a resume and college transcripts as applicable (unofficial acceptable initially). Questions should be addressed to the principal, Mr. Stephen Lambert at hr@tvcacademy.org.

virtus | scientia | felicitas

Treasure Valley Classical Academy | 500 SW 3rd Street | Fruitland, ID 83619
TVCAcademy.org