



# 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 Director of Operations as needed to ensure smooth operations.
- Acts as the conduit for routine and emergency front office communications with students and parents.

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.

Applicants should send a cover letter and a resume. Questions should be addressed to the principal, Mr. Stephen Lambert at [hr@tvacademy.org](mailto:hr@tvacademy.org).