



TREASURE VALLEY CLASSICAL ACADEMY

Receptionist Elementary Campus

Position Description:

Treasure Valley Classical Academy seeks candidates to serve as the receptionist at TVCA's elementary campus in Fruitland. The school receptionist serves as the first point of contact for the school and coordinates with the school leadership staff 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:

- serving as the initial and primary customer service point-of-entry for students, parents, and staff;
- overseeing and tracking daily attendance and co-managing daily dismissal;
- assisting the Director of Operations as needed to ensure smooth operations;
- acting as the conduit for routine and emergency communications with students and parents;
- processing daily mail and cash receipts;
- assisting the enrollment coordinator with student records and mailings;
- assisting with annual events and special projects.

All candidates for employment at Treasure Valley Classical Academy must understand and support our school's mission *to train the minds and improve the hearts of students through a classical, content-rich curriculum that emphasizes virtuous living, traditional learning, and civic responsibility.*

About Treasure Valley Classical Academy:

Treasure Valley Classical Academy is a tuition-free public charter school and Hillsdale College K-12 Member School. We opened to grades K-6 in 2019, will serve students in grade K-11 for the 2024-2025 academic year, and will graduate our leading class of seniors in 2026. Our content-rich liberal arts and sciences curriculum follows the Hillsdale K-12 Scope and Sequence. Our elementary-school curriculum includes explicit phonics in spelling and reading; the teaching of grammar via traditional methods of instruction; the Core Knowledge sequence (not to be confused with Common Core) in history and science; a Singapore math-based mathematics sequence; Latin and Greek roots; and the reading of classic works of literature. The study of Spanish in elementary grades prepares students for daily study of Latin, which is required from the seventh to ninth grade. 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 of all students in grades K-8, and art and music electives are offered to high-school students as well. To graduate, all seniors must write a senior thesis and deliver and defend this thesis 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. More information is available on TVCA's website: www.tvacademy.org.

How to Apply:

Candidates should send a resume or *curriculum vitae* and address any inquiries to the Director of Operations, Ms. Teirette Kapoor, at tkapoor@tvacademy.org.

virtus | scientia | felicitas

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