



TREASURE VALLEY

CLASSICAL ACADEMY

Job Title: Upper School Front Office Manager

Location: Treasure Valley Classical Academy, Payette, Idaho

Classification: Full Time, Salary (non-classified)

Salary: Based on experience and qualifications

Start Date: August 1, 2025

About TVCA

Treasure Valley Classical Academy (TVCA) is a public charter school serving Idaho families primarily in the Payette County area. The school will serve students in grades K-12 for the 2025-2026 school year. The mission of TVCA is 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.

Position Overview

TVCA is seeking a qualified, organized, and self-starting Upper School Front Office Manager to serve as the first point of contact and administrative assistant in the front office, ensuring the front office functions with efficiency, hospitality, and excellence, reflecting the school's mission to cultivate virtue with a content-rich curriculum that emphasizes virtuous living, traditional learning, and civic responsibility. The Front Office Manager supports school leaders, faculty, families, and guests with grace, order, and professionalism, modeling the school's virtues: courage, courtesy, honesty, perseverance, self-government, and service.

This is a mission-aligned role for a dedicated professional who values customer service as a key part of student success and well-being.

Key Responsibilities

- Oversee daily responsibilities in the pursuit of excellence,
- Foster a calm, welcoming atmosphere for all who enter the school to maintain the smooth operation of the front office.
- Manage daily attendance, including tardiness and early dismissals.
- Manage general supervision of students as needed, while upholding a nurturing yet disciplined environment.
- Serve as the primary contact for school visitors, families, and vendors,
- Answer phones and emails with clarity, professionalism, and warmth.
- Assist school leadership with projects and other assignments as requested.
- Assist the Registrar in maintaining student and staff records, attendance logs, and school documentation in accordance with school policy and privacy standards.

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- Support logistics for school events, assemblies, and special functions, ensuring details are handled with precision and excellence.
- Manage supplies, mail, printing, and the general upkeep of the front office space to ensure an orderly and inviting environment.
- Assist the nurse with student health needs.

Qualifications

Required

- Strong alignment with the school's mission and vision
- High School Diploma or GED
- Excellent verbal and written communication skills
- Warm, hospitable demeanor with a professional presence
- High attention to detail and organizational skills
- Proficient in Microsoft and Google platforms
- Ability to manage multiple tasks and maintain composure under pressure

Preferred

- Previous experience in office management, preferably in a K-12 school.

Application Process

Interested candidates should submit a resume, cover letter, and at least two professional references to Mr. Mike Ellis at mellis@tvcacademy.org.

Treasure Valley Classical Academy is an equal opportunity employer. The school hires without consideration of race, religion, creed, color, national origin, age, sex, marital status, veteran status, or disability.

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