



TREASURE VALLEY

CLASSICAL ACADEMY

Resource Room Coordinator

Treasure Valley Classical Academy seeks a Resource Room Coordinator who is strongly committed to, believes in, and aligns with our school's mission and vision. Applicants must believe in our mission and vision and uphold high expectations for service, organization, professionalism, and support for student learning. Ideal candidates will possess strong organizational skills, attention to detail, a servant's heart, and a desire to support teachers and students by ensuring that instructional resources, curriculum, and supplies are readily available and well managed.

TVCA is a tuition-free public charter school serving grades K–12. A Hillsdale College member school and part of American Classical Schools of Idaho (ACSI). All candidates must understand and support the mission and vision of Treasure Valley Classical Academy.

As members of our Operations Team, our Resource Room Coordinator assumes the following critical responsibilities:

- Print and prepare classroom materials, teacher requests, event programs, and instructional resources.
- Operate, maintain, and troubleshoot printers, copiers, laminators, binding equipment, and cutting machines, including replacing toner, staples, paper, and other consumables.
- Provide staff support for printing, copying, and production-related needs, coordinating service requests when necessary.
- Maintain inventory records in Booktracks and other inventory systems; track, audit, reconcile, and account for curriculum, textbooks, instructional materials, classroom supplies, and operational resources.
- Receive, label, store, organize, distribute, and track curriculum materials, supplies, and instructional resources.
- Manage resource rooms and maintain an organized, accessible inventory of instructional materials and supplies.
- Clean, sort, repurpose, and prepare reusable instructional materials for classroom use.
- Laminate, bind, cut, and otherwise produce instructional materials and classroom resources.
- Assist with annual inventory reconciliation, curriculum audits, textbook tracking, and other accountability processes as directed.
- Provide operational support and coverage for school needs as assigned.
- Prioritize work assignments based on instructional, operational, and administrative needs established by the Director of Operations.
- Build positive working relationships with students, staff, and faculty while supporting the school's overall mission and operations.
- Perform other duties as assigned.

The preferred qualifications for this position include prior experience in school operations, inventory management, educational resource coordination, or a related field, and basic technology troubleshooting is preferred. All applicants must pass a fingerprinting and criminal background check.

The successful candidate will demonstrate exceptional organizational skills, attention to detail, and the ability to manage multiple projects simultaneously. Physical requirements include lifting up to 30 pounds continuously; bending, stooping, sitting, standing, climbing stairs, and pushing or pulling carts weighing up to 100 pounds. Because this position serves as a central hub for instructional materials and supplies, accuracy in inventory management, responsiveness to teacher needs, and proactive maintenance of equipment and resources are essential to success.

This is a part-time position with 5 hours per day, Monday through Friday, for up to 215 days per year. The position is based primarily at the Elementary Campus in Fruitland, with some time at the Upper School Campus in Payette. Training for this position will begin immediately after hire.

Compensation is \$20.00 per hour and includes PERSI benefits.

The Resource Room Coordinator reports directly to the Director of Operations.

Resumes and questions should be sent to Mr. Mike Ellis, Director of Operations, at mellis@tvacademy.org.