

Announcement of Search for an Educational Resource Coordinator

Idaho Novus Classical Academy is a tuition-free, public charter school, and a member of the Hillsdale College K-12 Charter School Initiative. Our building is currently being constructed in the Avimor Community of Eagle, Idaho, approximately 16-miles north of downtown Boise. The mission of Idaho Novus Classical Academy 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*. To accomplish this mission, we offer students an American classical education.

In anticipation of opening in August of 2024, we are conducting a search for a mission aligned educational resource coordinator.

American classical schools are defined by the following characteristics:

1. A curriculum that is content-rich, balanced, and strong across the four disciplines of math, science, literature, and history
2. Instruction in the Western tradition through history, literature, philosophy, and the fine arts
3. Study of the American literary, moral, philosophical, political, and historical traditions
4. Explicit instruction in phonics and grammar
5. The study of Latin as a requirement for all students
6. An approach to instruction that acknowledges objective standards of correctness, logic, beauty, weightiness, and truth
7. A well-educated and articulate faculty who use traditional teacher-led methods of instruction
8. A commitment to use technology effectively without diminishing the faculty leadership that is crucial to academic achievement
9. A plan to serve grades K through 12 to provide continuity and a recurrent examination of subjects throughout a student's career
10. A school culture of moral virtue, decorum, respect, discipline, and studiousness among both students and faculty

The educational resource coordinator supports these efforts by ensuring that the faculty have what they need to offer an excellent education to our students. This role includes, but is not limited to, the following responsibilities:

- Place orders for equipment and school supplies
- Receive, prepare, and distribute curricular materials
- Track inventory and identify resource needs
- Organize and operate the Resource Center
- Manage and perform routine maintenance of copy machines (e.g., refill paper and toner, or clear jams)
- Serve as the point person for communication with equipment, supply, and copy machine vendors
- Complete clerical work in support of the faculty (e.g., take copy orders and deliver materials)



**IDAHO NOVUS
CLASSICAL ACADEMY**

VIRTUS • SCIENTIA • FELICITAS

Dr. Vincent Kane

Principal

vkane@idahonovus.org

Major Bruce Sims

Assistant Principal

bsims@idahonovus.org

P.O. Box 921

Eagle, ID 83616



IDAHO NOVUS CLASSICAL ACADEMY

VIRTUS • SCIENTIA • FELICITAS

Dr. Vincent Kane

Principal
vkane@idahonovus.org

Major Bruce Sims

Assistant Principal
bsims@idahonovus.org

P.O. Box 921
Eagle, ID 83616

We intend to be the best partners a parent could hope for in the cultivation of a generation of citizens with the depth of knowledge and strength of character necessary to flourish, pursue happiness, and extend the American experiment with self-government. If you find this idea inspiring, **we want to hear from you.** This is an opportunity to help launch a new school and make a positive impact on the next generation.

We take care of our employees. Idaho Novus Classical Academy offers an excellent professional culture and regionally competitive salaries. The educational resource coordinator receives ample vacation throughout the year, including holidays, school vacations, and alternating weeks during the summer. We cover the cost of health, dental, and vision benefits for the employee. This position will also participate in the Public Employee Retirement System of Idaho (PERSI). The starting salary for our educational resource coordinator is \$31,500.00.

Interested candidates should email Dr. Vincent Kane directly with questions or application materials at principal@idahonovus.org. Applications should include one PDF containing a cover letter, resume, and three references.

All offers of employment are contingent upon completion of a thorough background and reference check.