

Job Posting:**BCA Saturday School – Office Staff**

Location: Bellevue, WA

Schedule: Saturdays, 8:00 AM–2:00 PM, starting September 5, 2026

Program: BCA Saturday School

About BCA Saturday School

BCA Saturday School is Bellevue Children's Academy's Saturday Japanese-language academic program serving students from Pre-K through high school. We are seeking a reliable, organized, and friendly office staff member to support the day-to-day operation of our Saturday School program.

Position Responsibilities

The office staff member will help ensure the smooth operation of Saturday School, including:

- Provide front-office support to students, parents, teachers, and staff
- Support teachers and students in the classroom as needed
- Assist with student arrival, dismissal, and other Saturday School activities
- Attend to and supervise students during recess and lunchtime
- Perform other administrative duties as assigned

Qualifications

- Reliable availability on Saturdays and a commitment to work through the end of the school year (March 2027)
- Japanese language ability is strongly preferred
- Friendly, cooperative, and dependable
- Comfortable using email, Microsoft Office, and basic computer applications
- Experience working with children and families is a plus
- Eligibility to work in the United States

Please note: BCA Saturday School does not provide work visa sponsorship.

Schedule

8:00 AM–2:00 PM on Saturdays, starting September 5, 2026, through March 2027

Compensation & Benefits

- Starting rate: \$20/hour
- Washington State Paid Sick Leave
- BCA Saturday School tuition discount for employees' children who attend the school

How to Apply

If you are organized, dependable, and enjoy working with students, we would love to hear from you.

Please submit your resume and a cover letter by email to SaturdaySchool@bcacademy.com.

We look forward to welcoming a dedicated and enthusiastic office staff member to our BCA Saturday School community!