

Full-time Business Office Position

The full-time position requires experience and expertise in accounting records, financial reporting and computer-based accounting systems, including Word and Excel.

Duties include all aspects of student enrollment, billing and collections, purchasing and accounts payable, cash management and payroll. Accounting/Finance degree, or equivalent experience, required. Salary based on experience and education.

Download an employment application at BCALIONS.org, and mail, along with resume, to 800 Belvoir Ave., Chatt., TN 37412, attn: Jane Mullinax. Applicants may also email employment information to: jmullinax@bcacademy.net

Child Care Staff Needed!

BCA is also seeking a number of child care providers, Monday - Friday (full-time and part-time day hours), in our infants through Pre-k4 program. Duties include daily child care (depending on age level - feeding, diaper-changing, engaging in play/learning activities, instruction, etc.)

Applicants must be age 21 or older.

Year-Round Positions:

- (1) Infant care giver (1 p.m. - 6 p.m.)
- (1) Pre-K1 care givers (full-time)
- (4) Pre-K2 aides (full-time)
- (1) Pre-K4 aide - (full time 7:30 a.m. to 4 p.m.)
- (6) Pre-K3/4 aides (1 p.m. - 6 p.m.)

Applicants for child care providers/substitutes must have a minimum of an Associate's degree in early childhood education, or be in the current study of early childhood education. Equivalent child care experience considered as well. Must be age 21 or older.

Download an employment application at BCALIONS.org, and mail, along with resume, to 800 Belvoir Ave., Chatt., TN 37412, attn: Child Care Center/After Care Director, JoAnn Seay. Applicants may also email employment information to: ccc@bcacademy.net or call/text 423-888-6414.

Substitute teachers for infants - 8th grade (on call as needed during the school year)

Applicants for substitutes must have a high school diploma.

Applicants for SUBSTITUTES for kindergarten through eighth grade - email employment application and resume to frontoffice@bcacademy.net.