

BRADLEY BEACH ELEMENTARY SCHOOL

515 BRINLEY AVENUE

BRADLEY BEACH, NEW JERSEY 07720

TELEPHONE: (732) 775-4413

www.bbbsnj.org

Dr. Elizabeth J. Franks, Ed. D.
Board President

Mr. David Tonzola
Business Administrator/Board Secretary

Mr. Michael Heidelberg
Superintendent/Principal



Mrs. Morgan Maclearie-Gonzalez
Supervisor of Curriculum/Instruction

Mrs. Alison Zylinski
Director of Special Services

NOTICE OF VACANCY

JOB ID# 102224

The Board of Education invites applications from qualified candidates for the following position:

2023-2024 SCHOOL YEAR

Administrative Assistant to the Superintendent / Principal / Head Secretary

Effective date – on or about April 30th, 2024

- Minimum of a high school diploma required.
- Experience as a school secretary or in a similar administrative assistant role preferred; expertise in school office operations is a plus.
- Ability to relate to the public, parents, as well as children, in a professional and courteous manner.
- Demonstrates proficiency and professionalism in oral and written communication, organizational and clerical skills
- Effective use of computer programs such as Microsoft Office, Google Platforms and Quicken
- Maintains strict confidentiality at all times
- Ability to speak multiple languages preferred; Spanish proficiency highly desired

Posted: March 1st, 2024

Please send letter of interest and resume to:

Mr. Michael Heidelberg
Bradley Beach Elementary School
515 Brinley Avenue
Bradley Beach, NJ 07720

Or email to:

mheidelberg@bbesnj.org

The Bradley Beach Board of Education is an Equal Opportunity Employer, and has an Affirmative Action Program. Each otherwise qualified person shall be offered equal access to all categories of employment and equal pay for equal work in this district without regard to the candidate's race, color, religion, creed, marital status, national origin, ancestry, age, political affiliation, affectional or sexual orientation or sex, armed forces, liability, disability, social or economic status. The school district's employment applications and pre-employment inquiries conform to the guidelines of the New Jersey Division of Civil Rights.

EOE/AA