

BRADLEY BEACH ELEMENTARY SCHOOL

515 BRINLEY AVENUE
BRADLEY BEACH, NEW JERSEY 07720
TELEPHONE: (732) 775-4413
www.bbسنج.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# 221210

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

2023-2024 SCHOOL YEAR

Title: Home School Liaison (Part Time)

Reports To: Director of Special Services, Principal / Superintendent

Nature and Job Summary:

- Under the direction of the Director of Special Services and Principal / Superintendent, coordinate communications, information and services between the school, home, community and community agencies;
- Facilitate home and community understanding of school programs and objectives and secure parent involvement in school activities;
- Serves as a communications liaison between families, community agencies, and the school for policies, conduct, positive attendance, and student / family assistance;
- Develop and maintain effective working relationships with students, parents, community groups and social service agencies.

Qualifications:

- Demonstrated aptitude or competence for assigned responsibilities
- Demonstrate the ability to communicate effectively in English/Spanish, both orally and in writing, using proper grammar and vocabulary.
- Valid NJ Drivers Licence

- Must possess High School Diploma, Associates Degree or equivalent is preferred
- The position requires basic knowledge of programs at the federal, state, community, and district level aimed at improving attendance and achievement with low income, immigrant, and other potentially 'at-risk' students and families.
- Requires sufficient human relation skills to work productively and cooperatively with teachers, students, and parents in informal settings, exercise patience when conveying information, and demonstrate sensitivity to the special needs of students.
- Requires the ability to relate positively to and work cooperatively with parents and students in a way that builds confidence, social skills, positive behaviors, and recognizes socioeconomic and cultural differences.
- Required Criminal History Check.
- Provide proof of US citizenship or legal Resident Alien status by completing Federal Form I-9.
- Pass required State Mantoux/Tuberculin test and physical exam as required.
- Such alternatives to the above qualifications as the Board may find appropriate and acceptable

Full Job Description: [W Home School Liaison.docx](#)

Posted: October 23, 2023

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