

BRADLEY BEACH ELEMENTARY SCHOOL

**515 BRINLEY AVENUE
BRADLEY BEACH, NEW JERSEY 07720
TELEPHONE: (732) 775-4413
www.bbesnj.org**

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Director of Special Services

NOTICE OF VACANCY -

JOB ID# 91523

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

2025-2026 SCHOOL YEAR

Title: Paraprofessional
Term: Academic Calendar, Part-Time
Reports To: Classroom Teacher/ Principal

Job Summary:

To support students under the direction of a certified teacher toward the achievement of learning objectives through a variety of activities and services. The paraprofessional will assist the certified teacher in maintaining a well organized and functioning learning environment through support of the general daily classroom activities and students' physical, social, and emotional well-being.

Qualifications:

- High School Diploma; college-level coursework in education or related field*
- Minimum experience determined by the board of education
- Knowledge of child growth and development, appropriate classroom practices, and demonstrated ability to assist with instructional activities.

- Required criminal history background check and proof of U.S. citizenship or legal resident alien status.

*In programs funded with Federal Title I funds, or in district-wide Title I districts, all paraprofessionals (teaching assistants) hired after January 8, 2002 must complete at least two years of college, obtain an associates degree or higher, or pass an evaluation to demonstrate the knowledge and ability to assist in teaching reading, writing and math.

Evaluation:

- Performance of this job will be evaluated in accordance with NJ State law and the provisions of the board's policy on evaluations.

Responsibilities/Requirements

1. Assists the classroom teacher in the delivery of an effective instructional program.
2. Works with students individually or in small groups to reinforce the learning of skills and materials introduced by the teacher.
3. Assists the teacher in creating and implementing special strategies for reinforcing desired behavior or academic skills based on the understanding of individual students' needs, interests, and abilities.
4. Operates and cares for equipment use in the classroom for instructional purposes.
5. Helps students master equipment or instructional materials assigned by the teacher.
6. Distributes and collects materials used for instruction or additional services.
7. Assists with the supervision of students throughout the school day, including field trips, emergency drills and lunch, as assigned or requested by the teacher or administration.
8. Helps the teacher to plan and maintain bulletin boards and other classroom learning displays.
9. Reads to students, listens to students read, and participates in other forms of oral communication with students.
10. Checks notebooks, corrects papers, and supervises testing and make-up work, as assigned by the teacher.
11. Performs clerical duties related to the instructional program including attendance reports, collection of money, duplication of materials, and distribution and return of notices to home.
12. Helps very young students with their clothing, snack time routine, and toileting activities.
13. Immediately informs the teacher or other appropriate staff of any problem or situation involving any student in the school, which may impact the students academic, social, or emotional functioning or physical well-being.
14. Serves a main source of information and assists any substitute teacher assigned in the absence of the regular teacher.

15. Maintains a high level of ethical behavior and confidentiality regarding students, as expected by fully certified personnel.
16. Participates in in-service training programs as assigned by administration.
17. Performs other related duties as assigned.

Effective date – September 1, 2025

Salary - \$14,914

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