

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# 230909

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

2023-2024 SCHOOL YEAR

Title: **Substitute Lunch Aide**

Reports To: School Business Administrator / Superintendent / Principal

Nature and Job Summary:

The position of Lunch Aide involves services concerned with monitoring, assisting and aiding children before, during and after lunch periods

Typical Duties:

- Receives children in the lunchroom (or classroom when used for lunch purposes) in an orderly fashion.
- Assist children to assigned seating areas.
- Assists children in obtaining lunch.
- Monitors activity of children in the lunchroom setting.
- Accompanies children to the playground setting for the remainder of lunch period.
- Monitors activity of children in the playground setting for the remainder of lunch period.
- Assists in other duties as assigned by the principal.

Qualifications:

- Demonstrated aptitude or competence for assigned responsibilities
- Present reference of good moral character
- Twenty-one years of age
- 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

Terms of Employment:

Part time Position: approximately 4 Hours per day on Substitute Basis

Rate of Pay: \$17.50 per hour

Conditions established by laws and codes of the State, and policies, rules, and regulations established by the Board of Education (N.J.S.A. 18A:27-4 et).

Posted: December 7, 2023

Please send letter of interest, resume, and letter of reference 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