

# **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# 4924**

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

### **2023-2024 SCHOOL YEAR**

## **Substitute Administrative Assistant / Secretary**

Effective date – Immediate

- Minimum of high school diploma required
- Experience as a school secretary or in a similar position preferred; expertise in efficient school office operations
- 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: April 9, 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@bbbsnj.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**