July 27, 2023

East Aurora School District 131 has the following opening(s) for the 2023-2024 school year and will accept applications from candidates who may be interested in the position(s) listed below. Medical, dental, vision, and term life insurance policies are available.

**VACANCY NOTICE**

**POSITION TITLE:** High School Dean

**BUILDING(S):** East Aurora High School

**CLASSIFICATION:** Tier IIA

**TERMS OF EMPLOYMENT:** 11 months. Monday-Friday: 8 hours/day.

**IMMEDIATE SUPERVISOR:** Building Principal or Designee

**SALARY:** Starting at $90,000/year (prorated) commensurate with credentials and experience

**EVALUATION PROCEDURES:** Annually

**START DATE:** August 1, 2023

**JOB ID:** 4165

**QUALIFICATIONS:**

1. Applicants must hold a Master's Degree in Educational Leadership from an accredited college or university and be properly certified to meet Illinois Teaching License Standards. A Professional Educator License (PEL) with General Administrative Endorsement required.
2. A minimum of five (5) years of successful teaching experience.

**JOB DESCRIPTION / RESPONSIBILITIES:**

1. Responsible for the improvement of instruction with a majority of time spent on curriculum and staff development.
2. Responsible for the discipline of high school students.
3. Responsible for the evaluation of staff.
4. Assist Principal in the operation of the school building.
5. Assists in the supervision events outside of school hours.
6. Works directly with classroom teachers in the creation of classroom management plans where appropriate.
7. Serve as administrative liaison to assigned department(s).
8. Completes reports as other documents as required.
9. Performs all other duties as assigned by the building principal or designee.

APPLICATION PROCEDURE:

Applications should be completed online at https://www.d131.org. Position(s) will remain open until filled. East Aurora School District 131 is an Equal Opportunity Employer.