May 10, 2024

East Aurora School District 131 has the following opening(s) for the 2024-2025 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:  Clerical Assistant – General

BUILDING(S):  East Aurora High School

CLASSIFICATION:  Clerical Assistant

TERMS OF EMPLOYMENT:  10-1/3 months. Monday-Friday: 8 hours/day.

IMMEDIATE SUPERVISOR:  Building Principal or Designee

EVALUATION PROCEDURES:  Per the Collective Bargaining Agreement

START DATE:  August 8, 2024

JOB ID:  4373

QUALIFICATIONS:

1. High School diploma or equivalent.
2. Knowledge of computers and software programs (specifically MS Office suite).
3. Accurate data entry skills (knowledge of Infinite Campus and Infinite Visions preferred).
4. Excellent organizational skills.
5. Strong interpersonal and intrapersonal skills.
6. Ability to work with a linguistically and culturally diverse public.

JOB DESCRIPTION / RESPONSIBILITIES:

1. File and maintain student discipline files.
2. Prepare and mail school suspensions letters/information to parents/legal guardians.
3. Send call slips to students in class, call for student escorts (Dean’s Assistants), and write student hall passes.
4. Input student information into Infinite Campus.
5. Maintain discipline consequence totals and data as requested.
6. Maintain attendance records for in-school intervention, Saturday school, or after-school detentions.
7. Exercise good judgment in handling difficult situations.
8. Greet visitors and students, provides appropriate information or assistance, or refers to appropriate staff.
9. Answer incoming telephone calls, provides appropriate information or take message and refers to appropriate staff.
11. Perform any other duties as assigned by Dean 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.