

August 7, 2025

East Aurora School District 131 has the following opening(s) for the 2025-2026 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: Student Tracker

BUILDING(S): East Aurora School District

CLASSIFICATION: Office Staff

TERMS OF EMPLOYMENT: 12 months. Monday-Friday: 8 hours/day.

IMMEDIATE SUPERVISOR: Building Principal or Designee

SALARY: Starting at \$62,000-65,000/year commensurate with credentials and experience

EVALUATION PROCEDURES: Annually

START DATE: August 18, 2028

JOB ID: 4811

QUALIFICATIONS:

1. Candidates must have a Bachelor's Degree from an accredited college or university.
2. Experience with Microsoft Office Suite.
3. Experience with At-Risk Youth.
4. Ability to work effectively in a collaborative environment.
5. Displays quality work through accuracy and attention to detail.
6. Committed to continuous improvement and data-based decision making.
7. Effective written, verbal, and technology-based communication skills.
8. Ability to work with a linguistically and culturally diverse public.
9. Ability to travel to different schools within the school day.

JOB DESCRIPTION / RESPONSIBILITIES:

1. Highly present and visible ensuring the school has an exceptional school culture.
2. Provide school-wide support during transitions, morning entry, dismissal, recess, and lunch.

3. Manage crisis situations, responses, and follow up for students identified. Ensure effective interventions to support students.
4. Provide case management for supporting total wellness of students identified through data systems and school supports.
5. Conduct intake and follow up meetings with families and students to provide supports.
6. Provide proactive measures, monitoring, and support that includes connecting families and students with community resources.
7. Consult with school leadership to identify student needs and create a comprehensive plan for support.
8. Circulate throughout classrooms and hallways to gain context on student behavior.
9. Intervene in occurrences of inappropriate behavior of students for the purpose of assisting students in modifying such behavior and developing successful interpersonal skills.
10. Redirect student behaviors and maladaptive tendencies to ensure a climate and culture of success.
11. Provide direct support to reset behaviors and utilization of social/emotional supports and community resources.
12. Monitor students who return from crisis situations and risk of harm identification.
13. Communicate with students and families regarding follow up steps, community resources, and reengagement in school environments.
14. Participate in team meetings to discuss behavioral trends, analysis data, and design a plan to address undesired behaviors.
15. Provide guidance and support the full implementation of support plans for students.
16. Assist in developing interventions and follow up plans for the purpose of providing a safe and effective educational environment for students with challenging behaviors and/or maladaptive coping skills.
17. Participate in a variety of meetings, workshops, and committees for the purpose of conveying and/or gathering information required to perform functions and remaining knowledgeable with program guidelines.
18. Facilitate and deliver professional development to teachers.
19. Performs other duties as assigned by the supervisor/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.

BENEFITS:

TRS/IMRF Pension
403b
Medical
Dental

Vision
Flexible Spending Program
Basic Life and AD&D
Disability Coverage
Employee Assistance
Pet Insurance
Identity Theft Protection