

September 22, 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.

VACANCY NOTICE

POSITION TITLE: eLearning Nigh School Administrator

BUILDING(S): East Aurora High School

CLASSIFICATION: Per diem

TERMS OF EMPLOYMENT: October 22, 2025 through May 14, 2026
Monday - Thursday 3:30-6:00 pm

IMMEDIATE SUPERVISOR: Building Principal or Designee

SALARY: \$6,000/semester (split between two Administrators)

EVALUATION PROCEDURES: Annually

START DATE: October 22, 2025

JOB ID: 4830

QUALIFICATIONS:

1. Illinois Professional Educator License (PEL) with General Administrative or Principal Endorsement.
2. Master's Degree required with an area of emphasis in Administration or supervision.
3. Five (5) years of successful teaching experience required.
4. Special Education and/or Guidance Counselor experience required.

JOB DESCRIPTION / RESPONSIBILITIES:

1. Responsible for the improvement of instruction with a majority of time spent on curriculum and staff development.
2. Observe and evaluate faculty members as determined by the Principal or designee.
3. Screen and assist in the interview procedure of all perspective faculty.
4. Assist in the orientation of new staff members and mentoring program.
5. Coordinate student discipline within the building; supervise and evaluate Deans.

6. Monitor and facilitate the school improvement process in collaboration with the Principal or designee
7. Assist in the supervision of student programs and activities.
8. Implement policies, procedures, and or/processes for the purpose of providing leadership and/or complying with mandated requirements, including Special Education and Bilingual.
9. Provide direct supervision, monitoring, and a response support plan regarding the following: freshman on track, sophomore through senior on-pace, graduation cohorts, college acceptance, and scholarship awards.
10. Direct supervision of credit attainment and recovery for all grade levels.
11. Direct oversight of transcript audits and credit recovery planning.
12. Direct supervision of evening school and e-learning through Edgenuity.
13. Develop systems for monitoring credit recovery to support the work of school counselors.
14. Develop, direct, and supervise the process for post-secondary data collection through Naviance.
15. Create monthly reports and systems for data sharing with school and District leadership.
16. Responsible for maintaining student records, process student enrollment, transfers, and withdrawals.
17. Work with school faculty, staff, students, and parents to plan, implement, and evaluate a comprehensive developmental guidance and counseling program.
18. Provide leadership to staff to fully develop each student's academic, career, personal, and social abilities and address the needs of students.
19. Organize and disseminate career, employment, and college opportunities, scholarship, financial aid, and other information about resources available to students and parents.
20. Oversee the counseling department and social workers.
21. Responsible for oversight of the healthcare office.
22. Oversee internal classroom coverage when insufficient external substitute teacher situations exist.
23. Plan and monitor summer school and all alternative programs.
24. Plan, develop, and implement freshmen and new student orientation programs.
25. Perform other duties as assigned by the 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.