

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 Night School Pupil Personnel Assistant

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: Paid at the current hourly rate with any hours over 40/week paid at the overtime rate ("time and a half").

EVALUATION PROCEDURES: Annually

START DATE: October 22, 2025

JOB ID: 4831

QUALIFICATIONS:

1. High School diploma or equivalent.
2. Knowledge of computers and software programs (specifically MS Office suite).
3. Accurate data entry skills.
4. Excellent organizational skills.
5. Strong interpersonal and intrapersonal skills.
6. Excellent written and oral communications skills.
7. Ability to work with a linguistically and culturally diverse community.

JOB DESCRIPTION / RESPONSIBILITIES:

1. Support the administration in the implementation of District and school rules and policy.
2. Escort students in the building.
3. Enforce and monitor dress code, ID compliance, pass privileges, and school assemblies.

4. Maintain an orderly atmosphere, which is conducive to educational development and individual growth.
5. Provide behavior management support in the halls, bathrooms, office, classroom, grounds, and extra-curricular programs/events.
6. Take all reasonable precautions to protect students, equipment, materials, staff, and facilities.
7. Assist with conflict resolution, crisis intervention, after school security, lunchroom, and parking lot issues.
8. Assist in investigations, staff consultations, and the picking up and delivery of school materials/meals.
9. Exhibit legal and ethical behavior in their professional practices; follow and implement all district rules, regulations, practices, and policies.
10. Demonstrate a high level of professionalism with the ability to maintain confidentiality and personal flexibility in all areas.
11. Participate in / attend building and district meetings, as required.
12. Maintain professional competence through in-service education activities provided by the district.
13. Direct and supervise students, implement MTSS, and maintain and document discipline both in and out of the classroom during the assigned workday.
14. Perform any other duties and responsibilities as may be requested 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.