

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 Guidance Counselor

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: \$42.00/hour

EVALUATION PROCEDURES: Annually

START DATE: October 22, 2025

JOB ID: 4832

QUALIFICATIONS:

1. Applicants must hold a Master's Degree from an accredited college or university and be properly certified to meet Illinois Teaching License Standards. A Professional Educator License (PEL) with School Counselor endorsement required. Bilingual (English/Spanish) preferred.
2. Knowledge of Special Education programming, laws and procedures.
3. Works effectively and productively as a member of a team.
4. Counseling experience preferred.
5. Displays quality work through accuracy and attention to detail.
6. Committed to continuous improvement and data based decision-making.
7. Knowledge of PBIS and RtI.
8. Effective written, verbal and technology based communication skills.
9. Ability to work with a linguistically and culturally diverse public.
10. Demonstrates knowledge and understanding of child growth and development, effective instructional strategies, classroom management, diagnostic tools, learning assessment and diagnosis, and research related to learning.

JOB DESCRIPTION / RESPONSIBILITIES:

1. Develops, implements, teaches, and revises curriculum related to the competencies of the developmental counseling model.
2. Monitor student academic progress, provide resources and advocate for interventions as needed.
3. Advocate for students with all stakeholders, as needed.
4. Provide professional development in DCFS procedures and other identified topics utilizing district prepared resources during contractual hours.
5. Develops, plans, adapts/modifies and sequences a variety of research-based or therapeutic activities to meet the students' individual goals/objectives on a regular basis based on ISBE social/emotional standards.
6. Works cooperatively with all staff to deliver educational services relating to the instruction of students.
7. Assist in the coordination of specific educational options for students.
8. Provide individual and/or group counseling to identified students in the areas of academics, social/emotional behaviors and/or career development as needed.
9. Maintains a high level of ethical behavior and confidentiality that is student focused.
10. Communicate with parents, administrators and all other applicable school personnel the student's academic, social/emotional progress and career development.
11. Participate in program development, and in the selection of materials and equipment to support and supplement instruction.
12. Direct, redirect and supervise students, implement MTSS and maintain and document discipline across all school settings during the assigned workday.
13. Provides crisis intervention services including but not limited to serving on district crisis team.
14. Evaluates, documents and follows-up on suicidal/homicidal ideations or self-harm reports and assesses if further interventions are warranted.
15. Complete and submit paperwork and reports in a timely fashion to ensure compliance to all district, local, state and federal guidelines.
16. Evaluate student transcripts and progress toward graduation requirements.
17. Meet with each senior to discuss career and post-secondary plans.
18. Assist in the course selection and the scheduling of all students. Coordinate and carry out student schedule changes.
19. Assist with the registration of students for summer school.
20. Assist in the area of college applications, scholarship applications, financial aid and letter of recommendation.
21. Exhibit legal and ethical behavior in professional practice; follow and implement all district rules, regulations, practices and policies.
22. Continuously improve professional practices, model lifelong learning, and exhibit leadership in the school and professional community.
23. Develop and submit lesson plans, as required.
24. Assist with the administration of state, district and local assessments, as required.
Assist in administration of the testing assigned to the counseling department.
25. Submit reports/ forms to the appropriate person(s), as required.

26. Encourage students to think independently and express original and creative ideas and identify emotions, triggers and appropriate responses.
27. Participate in / attend building and district meetings, as required and including PLC team meetings.
28. Serves as liaison with community agencies and assists in fostering communication between schools, parents/guardians and community organizations.
29. Maintain professional competence through in-service education activities provided by the district and/or in self-selected professional growth activities.
30. Takes all necessary and reasonable precautions to protect students, equipment, materials and facilities. Provides appropriate safety instruction as needed.
31. Utilize designated online program and its contents for credit recovery purposes.
32. Administer and/or monitor program assessments, as required.
33. Submit reports to the appropriate person(s), as required.
34. Communicate with parents, administrators and other applicable school personnel regarding student's academic and social/emotional progress and accommodations.
35. Works cooperatively with all staff to deliver educational services relating to the instruction of children.
36. Perform any other duties and responsibilities related to the department 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.