

March 5, 2026

East Aurora School District 131 has the following opening(s) for the 2026-2027 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:** Division Chair – Guidance

**BUILDING(S):** East Aurora High School

**CLASSIFICATION:** Tier IIA

**TERMS OF EMPLOYMENT:** 11 months. Monday-Friday: 8 hours/day.

**IMMEDIATE SUPERVISOR:** Building Principal or Designee

**SALARY:** Starting at \$95,000-100,000/year commensurate with credentials and experience

**EVALUATION PROCEDURES:** Annually

**START DATE:** August 2026

**JOB ID:** 4896

### **QUALIFICATIONS:**

1. Illinois Professional Educator License (PEL) with General Administrative Endorsement.
2. Secondary Endorsement and highly qualified in one or more areas in division, multiple endorsements preferred.
3. Five (5) years of successful teaching experience required.
4. Demonstrated ability to work with and lead adults.
5. Bilingual (English/Spanish) preferred.
6. Completion of evaluator modules preferred.

### **JOB DESCRIPTION / RESPONSIBILITIES:**

1. Responsible for the improvement of guidance/counseling with a majority of time spent on college, career, and pathways.
2. Leads the division staff in the assessment of the educational needs of students, the design of programs, interventions and strategies to meet such needs and the assessment of the effectiveness of such programs.

3. Assists the administration in the selection and assignment of all division members.
4. Observes, evaluates, mentors and coaches all certified and support staff within the division, each division member shall be observed a minimum of once per month.
5. Assists the administration in the development of the Master Schedule.
6. Coordinates and monitors staff supervision of the Tomcat College and Career Center.
7. Monitors and guide the work of the committees and special projects in the Counseling Department.
8. Coordinates with counselors and other divisions in matters related to student scheduling and student learning.
9. Assists administration with monitoring cohort progress towards graduation.
10. Prepares a professional development plan for the division and provides accountability and supervision during professional development events; evaluates effectiveness of professional development programs and events.
11. Leads professional learning communities and workshops for counselors and support staff within the division.
12. Inventories and organizes textbooks, electronic devices, equipment and supplies.
13. Prepares and monitors division budgets.
14. Ensures that the division is in compliance with state standards, rules and regulations.
15. Assists administration in the student assessment program, analyzes results, and makes guidance, instructional and curricular modifications based on results.
16. In conjunction with administration, develops department and individual teacher/certified staff member goals that are aligned with overall school improvement goals.
17. Collects and uses student and school data to guide instruction and programming within the division.
18. Provides programming leadership for alignment to ASCA standards, for designing course sequence flow of content in the division, and for ensuring that all division members understand and adhere to the counseling standards.
19. Facilitates division meetings and disseminates information to all division members.
20. Continues own professional growth and awareness of best practices and current research.
21. Performs other duties as assigned by supervisor.

**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