March 6, 2025

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:	Health Assistant RN/LPN (10 Positions-1:1)
BUILDING(S):	To Be Determined
TERMS OF EMPLOYMENT:	9-1/3 months. Monday-Friday: 7.25 hours/day.
IMMEDIATE SUPERVISOR:	Building Principal or Designee
SALARY:	Per the Collective Bargaining Agreement. See page 3 of the posting for salary schedule
START DATE:	August 2026
JOB ID:	4945

QUALIFICATIONS:

1. High school diploma or equivalent.
2. RN or LPN license in the State of Illinois.
3. Current First Aid and CPR/AED program completion.
4. IDPH Certified Vision and Hearing Technician preferred.
5. Accurate data entry skills. Knowledge of databases and student information systems preferred.
6. Strong interpersonal and intrapersonal skills.
7. Excellent written and oral communication skills.
8. Ability to work with a linguistically and culturally diverse community.

JOB DESCRIPTION / RESPONSIBILITIES:

1. Maintain day-to-day health office operations.
2. Maintain school health office in organized and sanitary manner.
3. Implement health services as per the IEP / 504 plan.
4. Review and enter medical records for compliance with state and district health requirements for attendance into student information system.
5. Administer basic first aid and care to ill and injured students in accordance with district policies and procedures.
6. Administer medication if designated by Administration and if certified by the State of Illinois.

7. Perform specialized health care procedures for students in accordance with district policies and procedures.
8. Manage health records in accordance to the Illinois School Records Act.
9. Monitor medication administration in accordance with district policies and procedures.
10. Consult and refer specific student health problems to the Certified School Nurse.
11. Prepare necessary summaries for district and state reports and Medicaid billing.
12. Perform vision and hearing screenings as needed and/or assist in organizing screenings.
13. Disseminate information to staff and community concerning health related issues as needed.
14. Assist and maintain a medical problems list for assigned schools.
15. Communication with parents, administrators and all other applicable school personnel the student's heath information and required accommodations as permissible.
16. Collaborative partnerships with parents and community agencies.
17. Exhibit legal and ethical behavior in their professional practices; follow and implement all district rules, regulations, practices and policies.
18. Demonstrate a high level of professionalism with the ability to maintain confidentiality and personal flexibility in all areas.
19. Participate in / attend building and district meetings, as required.
20. Maintain professional competence through in-service education activities provided by the district.
21. Direct and supervise students, implement MTSS, and maintain and document discipline both in and out of the classroom during the assigned workday.
22. Perform any other duties and responsibilities related to the department as may be required by the Student Services/Special Education Administrative Team, 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.

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

Appendix B-5

2025-2026 Support Staff Pay Schedule					
Compensation Level	Assistant / Liaison	Sped/Sign Interpreter / JumpStart Parent Educator	RN	LPN	Truancy
1	$ 18.23	$ 24.48	$ 27.98	$25.23	$20.23
2	$ 18.73	$ 24.98	$ 28.48	$25.73	$20.73
3	$ 19.23	$ 25.48	$ 28.98	$26.23	$21.23
4	$ 19.73	$ 25.98	$ 29.48	$26.73	$21.73
5	$ 20.23	$ 26.48	$ 29.98	$27.23	$22.23
6	$ 20.73	$ 26.98	$ 30.48	$27.73	$22.73
7	$ 21.23	$ 27.48	$ 30.98	$28.23	$23.23
8	$ 21.73	$ 27.98	$ 31.48	$28.73	$23.73
9	$ 22.23	$ 28.48	$ 31.98	$29.23	$24.23
10	$ 22.73	$ 28.98	$ 32.48	$29.73	$24.73
11	$ 23.23	$ 29.48	$ 32.98	$30.23	$25.23
12	$ 23.73	$ 29.98	$ 33.48	$30.73	$25.73
13	$ 24.23	$ 30.48	$ 33.98	$31.23	$26.23
14	$ 24.73	$ 30.98	$ 34.48	$31.73	$26.73
15	$ 25.23	$ 31.48	$ 34.98	$32.23	$27.23
16	$ 25.73	$ 31.98	$ 35.48	$32.73	$27.73
17	$ 26.23	$ 32.48	$ 35.98	$33.23	$28.23
18	$ 26.73	$ 32.98	$ 36.48	$33.73	$28.73
19	$ 27.23	$ 33.48	$ 36.98	$34.23	$29.23
20	$ 27.73	$ 33.98	$ 37.48	$34.73	$29.73
21	$ 28.23	$ 34.48	$ 37.98	$35.23	$30.23
22	$ 28.73	$ 34.98	$ 38.48	$35.73	$30.73
23	$ 29.23	$ 35.48	$ 38.98	$36.23	$31.23
24	$ 29.73	$ 35.98	$ 39.48	$36.73	$31.73
25	$ 30.23	$ 36.48	$ 39.98	$37.23	$32.23
26	$ 30.73	$ 36.98	$ 40.48	$37.73	$32.73
27	$ 31.23	$ 37.48	$ 40.98	$38.23	$33.23
28	$ 31.73	$ 37.98	$ 41.48	$38.73	$33.73
29	$ 32.23	$ 38.48	$ 41.98	$39.23	$34.23
30	$ 32.73	$ 38.98	$ 42.48	$39.73	$34.73