

March 17, 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.

VACANCY NOTICE

POSITION TITLE: Substitute Office Staff
BUILDING(S): To be determined
CLASSIFICATION: Per diem
IMMEDIATE SUPERVISOR: Building Principal or Designee
START DATE: ASAP
JOB ID: 4967

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 communication skills.
7. Ability to work with a linguistically and culturally diverse public.

SUBSTITUTE OFFICE STAFF PAY INFORMATION:

- Starting rate: \$16.83/hour.
- D131 Office Staff Retiree: Hourly rate based on last day of full-time employment.

APPLICATION PROCEDURE:

Applications should be completed online at <https://www.d131.org>. East Aurora School District 131 is an Equal Opportunity Employer.