

March 26, 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: Clerical Assistant – Special Education

BUILDING(S): East Aurora High School

CLASSIFICATION: Clerical Assistant

TERMS OF EMPLOYMENT: 10-1/3 months. Monday-Friday: 8 hours/day.

IMMEDIATE SUPERVISOR: Building Principal or Designee

EVALUATION PROCEDURES: Per the Collective Bargaining Agreement

SALARY: Per the Collective Bargaining Agreement. See page 3 of the posting for salary schedule

START DATE: August 2026

JOB ID: 4978

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. Ability to work with a linguistically and culturally diverse public.

JOB DESCRIPTION / RESPONSIBILITIES:

1. Schedule, cancel and reschedule student meetings.
2. Prepare and mail invitations to parents and team members.
3. Distribute meeting invitations to general education teachers.
4. Make copies of staffing for Case Manager, parents and building. Forward original to Child Service Center (CSC) and Case Management Monitor (CMM).
5. Forward requests for student's prior IEP from previous schools and send request to CSC for new students.
6. Complete referral form (Green Sheet) and send to CSC.

7. Request substitutes to cover staffing as needed.
8. Gather information and send monthly meeting logs to CSC.
9. Update student information systems with changes in contact information and send information CSC.
10. Maintain transportation list. Arrange/cancel busing services. Schedule transportation services for final exams.
11. Complete and forward withdrawn students paperwork to CMM. Forward graduated special education students' files to the CMM yearly.
12. Greet visitors and students, provides appropriate information or assistance, or refers to appropriate staff.
13. Answer incoming telephone calls, provides appropriate information or take message and refers to appropriate staff.
14. Safeguard confidential information as specified in the Illinois School Code.
15. Perform any other duties as assigned by supervisor 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-10

2025-2026 Office Staff Pay Schedule					
Compensation Level	Clerical Assistant	Building-level Secretary I	Building-level Secretary II	Building-level Secretary III	District-level Bookkeeper
1	\$ 18.23	\$ 19.23	\$ 20.23	\$ 21.23	\$ 22.48
2	\$ 18.73	\$ 19.73	\$ 20.73	\$ 21.73	\$ 22.98
3	\$ 19.23	\$ 20.23	\$ 21.23	\$ 22.23	\$ 23.48
4	\$ 19.73	\$ 20.73	\$ 21.73	\$ 22.73	\$ 23.98
5	\$ 20.23	\$ 21.23	\$ 22.23	\$ 23.23	\$ 24.48
6	\$ 20.73	\$ 21.73	\$ 22.73	\$ 23.73	\$ 24.98
7	\$ 21.23	\$ 22.23	\$ 23.23	\$ 24.23	\$ 25.48
8	\$ 21.73	\$ 22.73	\$ 23.73	\$ 24.73	\$ 25.98
9	\$ 22.23	\$ 23.23	\$ 24.23	\$ 25.23	\$ 26.48
10	\$ 22.73	\$ 23.73	\$ 24.73	\$ 25.73	\$ 26.98
11	\$ 23.23	\$ 24.23	\$ 25.23	\$ 26.23	\$ 27.48
12	\$ 23.73	\$ 24.73	\$ 25.73	\$ 26.73	\$ 27.98
13	\$ 24.23	\$ 25.23	\$ 26.23	\$ 27.23	\$ 28.48
14	\$ 24.73	\$ 25.73	\$ 26.73	\$ 27.73	\$ 28.98
15	\$ 25.23	\$ 26.23	\$ 27.23	\$ 28.23	\$ 29.48
16	\$ 25.73	\$ 26.73	\$ 27.73	\$ 28.73	\$ 29.98
17	\$ 26.23	\$ 27.23	\$ 28.23	\$ 29.23	\$ 30.48
18	\$ 26.73	\$ 27.73	\$ 28.73	\$ 29.73	\$ 30.98
19	\$ 27.23	\$ 28.23	\$ 29.23	\$ 30.23	\$ 31.48
20	\$ 27.73	\$ 28.73	\$ 29.73	\$ 30.73	\$ 31.98
21	\$ 28.23	\$ 29.23	\$ 30.23	\$ 31.23	\$ 32.48
22	\$ 28.73	\$ 29.73	\$ 30.73	\$ 31.73	\$ 32.98
23	\$ 29.23	\$ 30.23	\$ 31.23	\$ 32.23	\$ 33.48
24	\$ 29.73	\$ 30.73	\$ 31.73	\$ 32.73	\$ 33.98
25	\$ 30.23	\$ 31.23	\$ 32.23	\$ 33.23	\$ 34.48
26	\$ 30.73	\$ 31.73	\$ 32.73	\$ 33.73	\$ 34.98
27	\$ 31.23	\$ 32.23	\$ 33.23	\$ 34.23	\$ 35.48
28	\$ 31.73	\$ 32.73	\$ 33.73	\$ 34.73	\$ 35.98
29	\$ 32.23	\$ 33.23	\$ 34.23	\$ 35.23	\$ 36.48
30	\$ 32.73	\$ 33.73	\$ 34.73	\$ 35.73	\$ 36.98