

May 1, 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 – Receptionist

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: 4990

QUALIFICATIONS:

1. High School diploma or equivalent.
2. Knowledge of computers and software programs (specifically MS Office suite).
3. Accurate data entry skills (knowledge of Synergy & Skyward preferred).
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. Greet visitors and students, provides appropriate information or assistance, or refers to appropriate staff.
2. Answer incoming telephone calls, provides appropriate information or take message and refers to appropriate staff.
3. Record, copy and forward lunch forms to appropriate district office personnel.
4. Send attendance correction sheets to teachers.
5. Maintain office and teacher supply inventory. Order supplies as needed.
6. Input student information into Synergy.

7. Sort mail and file materials.
8. Collect student registration fees for returning students at the beginning of the school year.
9. Collect lunch money in arrears.
10. Disburse paychecks to staff twice a month.
11. Supervise student office workers.
12. Handling difficult situations in a professional manner.
13. Safeguard confidential information as specified in the Illinois School Code.
14. 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