

May 6, 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:** Parent Liaison

**BUILDING(S):** Gonzalez Child Center

**TERMS OF EMPLOYMENT:** 9-1/3 months. Monday-Friday: 8 hours/day.

**IMMEDIATE SUPERVISOR:** Building Principal or Designee

**SALARY:** Per the Collective Bargaining Agreement. See page 3 of the posting for salary schedule  
**(\*\*Salary based on current CBA. New salary pending contract negotiations)**

**START DATE:** August 2026

**JOB ID:** 4995

### QUALIFICATIONS:

1. High School diploma or equivalent.
2. Bilingual (English/Spanish) required.
3. Excellent organizational skills.
4. Strong interpersonal and intrapersonal skills.
5. Excellent written and oral communication skills.
6. Ability to work with a linguistically and culturally diverse community.

### JOB DESCRIPTION / RESPONSIBILITIES:

1. Serve as liaison between the school and student's families.
2. Works with building administrator to conduct needs survey, identify survey results and create plan and/or programs to address parent needs.
3. Maintain current knowledge of school's procedures, names and roles of staff members and all available school programs.
4. Collect and maintain ongoing quantitative data from academic related and other parent activities.
5. Maintain a high level of confidentiality and professionalism when working with students and families in the school and community.
6. Maintain an electronic file of all pertinent documents and artifacts showing evidence of parent participation, involvement and attendance (e.g. communication

- logs, flyers, invitations, parent sign-ins, parent evaluations, parent survey and responses).
7. Provide parents with community resource information/activities and refers families to these services when appropriate.
  8. Assist parents in accessing the Synergy parent portal.
  9. Accompany staff members (e.g. Social Worker, Certified School Nurse, building administrator) in making home visits to discuss school related issues when appropriate.
  10. Identify and bring in district resources to assist and/or inform parents about various educational initiatives and issues (e.g. RtI, bullying, MTSS, common core, state testing, technology, bilingual services, special education, athletics).
  11. Explore, identify and bring in community resources to assist and/or inform parents about various topics (e.g. health and wellness, medical/dental, immigration, college, police department, fire department).
  12. Coach parents on how to become more involved in the school and collaborate with parent volunteers.
  13. Provide tours of the school to parents and new families.
  14. Facilitate communication between parents and the school via phone calls and face-to-face meetings.
  15. Assist in arranging conferences or meetings between parents and teachers/teams and interpret at conferences or meetings between staff and parents when appropriate.
  16. Attend all district required meetings and trainings.
  17. Attend both school and community meetings and activities that promote parent involvement.
  18. Exhibit legal and ethical behavior in their professional practices; follow and implement all district rules, regulations, practices and policies.
  19. Demonstrate a high level of professionalism with the ability to maintain confidentiality and personal flexibility in all areas.
  20. Participate in / attend building and district meetings, as required.
  21. Maintain professional competence through in-service education activities provided by the district.
  22. Direct and supervise students, implement MTSS, and maintain and document discipline both in and out of the classroom during the assigned workday.
  23. Perform any other duties and responsibilities as may be requested by the 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&amp;D

Disability Coverage

Employee Assistance

Pet Insurance

Identity Theft Protection

Appendix B-5

<b>2025-2026 Support Staff Pay Schedule</b>					
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