

May 7, 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:** Associate Principal of School Improvement

**BUILDING(S):** East Aurora High School

**CLASSIFICATION:** Tier I

**TERMS OF EMPLOYMENT:** 12 months. Monday-Friday: 8 hours/day.

**IMMEDIATE SUPERVISOR:** Building Principal or Designee

**SALARY:** Starting at \$130,000-135,000/year commensurate with credentials and experience

**EVALUATION PROCEDURES:** Annually by the High School Principal

**START DATE:** July 1, 2026

**JOB ID:** 5000

### **QUALIFICATIONS:**

1. Illinois Professional Educator License (PEL) with General Administrative Endorsement.
2. Master's degree in education administration preferred.
3. Five (5) years of successful experience as a building-level administrator or a combination of five years of successful experience as a building-level and district-level administrator.
4. Thorough understanding of school operations.
5. Ability to coordinate campus support operations.
6. Working knowledge of curriculum and instruction.
7. Ability to evaluate instructional program and teaching effectiveness.
8. Ability to interpret policy, procedures and data.
9. Strong organizational, communication, public relations and interpersonal skills.
10. Excellent oral and written communication skills.

### **JOB DESCRIPTION / RESPONSIBILITIES:**

1. Participate in development and evaluation of educational programs.

2. Encourage and support development of innovative instructional programs, helping teachers pilot such efforts when appropriate.
3. Promote the use of technology in teaching/learning process.
4. Monitor instructional and managerial processes to ensure that program activities are related to program outcomes and use findings to take corrective action.
5. Promote a positive, caring climate for learning.
6. Deal sensitively and fairly with persons from diverse cultural backgrounds.
7. Provide for two-way communication with principal, staff, students, parents, and community.
8. Foster collegiality and team building among staff members. Encourage their active involvement in decision-making process.
9. Ensure the effective and quick resolution of conflicts.
10. Participate in development of campus improvement plans with staff, parents, and community members.
11. Develop, maintain, and use information systems and records necessary to track progress on campus performance objectives addressing Academic Excellence indicators.
12. Observe employee performance, record observations, and conduct evaluation conferences with staff.
13. Assist principal in interviewing, selecting, and orienting new staff.
14. Supervise operations in principal's absence.
15. Help plan daily school activities by participating in the development of class schedules, teacher assignments, and extracurricular activity schedules.
16. Work with department heads and faculty to compile annual budget requests based on documented program needs.
17. Assist with safety inspections and safety-drill practice activities.
18. Comply with federal and state laws, State Board of Education rule, and board policy.
19. Help to develop a student discipline management system that results in positive student behavior.
20. Ensure that school rules are uniformly observed and that student discipline is appropriate and equitable.
21. Participate in professional development to improve skills related to job assignment.
22. Demonstrate professional, ethical, and responsible behavior. Serve as a role model for all campus staff.
23. Articulate the school's mission to community and solicit its support in realizing mission.
24. Demonstrate awareness of school-community needs and initiate activities to meet those needs.
25. Use appropriate and effective techniques to encourage community and parent involvement.
26. Share supervisory responsibility for professional staff with school principal. Supervise teachers, custodians, paraprofessionals, clerical personnel, and others as assigned.
27. Cultivate a culture of instructional excellence.

28. Effectively manage people, data, and processes.
29. Evaluates programs and projects for the purpose of achieving school improvement goals.
30. Analyze student data, test results, and educational studies for the purpose of leading school improvement.
31. Use research-based strategies to ensure high quality professional development for assistant principals, department leaders, teachers, and staff.
32. Observe, evaluate, counsel, and motivate staff to improve performance.
33. Responsible for developing high performing teams to increase graduation rate and freshmen on track.
34. Perform other duties as assigned by building principal.

**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