

May 21, 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: Assistant Principal for Teaching & Learning

BUILDING(S): East Aurora High School

CLASSIFICATION: Tier IIA

TERMS OF EMPLOYMENT: 12 months

IMMEDIATE SUPERVISOR: Building Principal or Designee

SALARY: Starting at \$120,000-125,000/year commensurate with credentials and experience

EVALUATION PROCEDURES: Annually

START DATE: July 1, 2026

JOB ID: 5013

QUALIFICATIONS:

1. Illinois Professional Educator License (PEL) with General Administrative Endorsement.
2. Master's Degree required with an area of emphasis in Administration or supervision.
3. Five (5) years of successful teaching experience required.
4. Administrative experience preferred.
5. Completion of evaluator modules, preferred.

JOB DESCRIPTION / RESPONSIBILITIES:

1. Responsible for the improvement of instruction with a majority of time spent on curriculum and staff development.
2. Observes and evaluates faculty members as determined by the Principal.
3. Orchestrate the continual development, implementation and revision of the high school curriculum aligned to Common Core in coordination with the Principal and Division Chairs.

4. Coordinates the scheduling of all student teachers, interns, and/or practicum college students.
5. Screens and assists in the interview procedure of all perspective faculty.
6. Assist in the orientation of new staff members and mentoring program.
7. Coordinates and manages textbook/materials inventory and needs with district office.
8. Monitors and facilitates the school improvement process in collaboration with the Principal.
9. Assists in the supervision of student programs and activities.
10. Stay abreast of research and effective practice in all subject areas.
11. Monitor and provide structures for collaborative planning and PLCs in all subject areas, including opportunities for vertical and horizontal planning with teachers to ensure instructional alignment and consistency.
12. Coordinate system of daily formative assessment practices, including assessment design, revision, tracking and analysis.
13. Develops the master schedule in coordination with the building administration.
14. Develops and maintains the room utilization chart.
15. Coordinates all District, state, and national testing and disseminates test results to appropriate personnel, students, and guardians.
16. Facilitate data-driven instructional planning in collaboration with Division Chairs.
17. Evaluate and monitor Division Chairs.
18. Performs other duties as assigned by the 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.