

June 17, 2025

East Aurora School District 131 has the following opening(s) for the 2025-2026 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:** Middle School Assistant Principal

**BUILDING(S):** Waldo Middle School

**CLASSIFICATION:** Tier IIA

**TERMS OF EMPLOYMENT:** 237 days. Monday-Friday: 8 hours/day.

**IMMEDIATE SUPERVISOR:** Building Principal or Designee

**SALARY:** Starting at \$110,000-120,000/year commensurate with credentials and experience

**EVALUATION PROCEDURES:** Annually

**START DATE:** July 2025

**JOB ID:** 4732

### **QUALIFICATIONS:**

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

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

1. Responsible for the improvement of instruction with a majority of time spent on curriculum and staff development.
2. Supports building principal in coordinating efforts to create and implement a vision for the school and defines desired results and goals that align with the overall school vision and lead to student improvement for all learners and ensures that the school's identity, vision, and mission drive school decisions.
3. Conducts essential conversations with individuals, teams, and staff based on student performance data in a timely manner for the purpose of enhancing student learning and results.

4. Develops, implements, and monitors the outcomes of the school improvement plan and school wide student achievement data results to improve student achievement.
5. Works with staff to develop a consistent framework for effective teaching and learning that includes a rigorous, relevant and viable curriculum aligned to common core standards, research-based instructional practices, and high expectations for student performance.
6. Works with building principal to create a continuous improvement cycle that uses multiple forms of data and student work samples to support individual, team, and school-wide improvement goals, identify and address areas of improvement and celebrate successes.
7. Implements student interventions that differentiate instruction based on student needs.
8. Evaluates the effectiveness of instruction and of individual teachers by conducting frequent formal and informal observations providing timely feedback on instruction as part of the district teacher evaluation system.
9. Builds staff capacity and ensures the training, development, and support for high-performing instructional teacher teams to support adult learning and development to advance student learning and performance.
10. Works with building principal to develop systems and structures for staff professional development and sharing of effective practices including providing and protecting time allotted for development.
11. Advances instructional technology within the learning environment.
12. Creates, develops and sustains relationships that result in active student engagement in the learning process.
13. Proactively engages families and communities in supporting their child's learning and the school's learning goals.
14. Demonstrates personal and professional standards and conduct that enhance the image of the school and the educational profession; treats all people fairly, equitably, and with dignity and respect.
15. In conjunction with the building principal, creates and supports an instructional climate that values, accepts and understands diversity in culture and point of view.
16. Supports a culture of high aspirations and achievement and for every student.
17. Requires staff and students to demonstrate consistent values and positive behaviors aligned to the school's vision and mission; implements PBIS, PLC and district structures with fidelity.
18. Performs all other duties as assigned by the 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