

May 22, 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 – Attendance

BUILDING(S): East Aurora High School

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: 5020

QUALIFICATIONS:

1. High school diploma or equivalent.
2. Knowledge of computer and software programs, specifically MS Office suite.
3. Accurate data entry skills.
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. Record and update attendance information (excused and unexcused absences, tardies) with reason for absence (doctor's notes, in-school suspension, daycare, fieldtrips, any extenuating circumstances etc.).
2. Contact parents of students who have unresolved or unexcused absences.
3. Update absence follow-up report for 1st and 2nd periods.
4. Prepare and mail absence letters to parents.
5. Enter and maintain attendance records for alternate placement.
6. Maintain parent consent releases for court and probation officers.
7. Provide attendance reports to parents and probation officers in preparation for court.

8. File attendance records for truancy.
9. Record homebound paperwork for Health Assistant.
10. Record, maintain and correct sign in/sign out sheets for audit.
11. Check parent identification before releasing students when parents pick up students during school hours.
12. Greet visitors and students, provides appropriate information or assistance, or refers to appropriate staff.
13. Answers incoming telephone calls, provides appropriate information or take message and refers to appropriate staff.
14. Safeguard confidential information as specified in the Illinois School Code.
15. 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-5: 2026 - 2027 Office Staff Pay Schedule

Compensation Level	Clerical Assistant	Building Level Secretary I	Building Level Secretary II	District Level Bookkeeper
1	\$ 22.00	\$ 23.00	\$ 24.00	\$ 26.25
2	\$ 22.50	\$ 23.50	\$ 24.50	\$ 26.75
3	\$ 23.00	\$ 24.00	\$ 25.00	\$ 27.25
4	\$ 23.50	\$ 24.50	\$ 25.50	\$ 27.75
5	\$ 24.00	\$ 25.00	\$ 26.00	\$ 28.25
6	\$ 24.50	\$ 25.50	\$ 26.50	\$ 28.75
7	\$ 25.00	\$ 26.00	\$ 27.00	\$ 29.25
8	\$ 25.50	\$ 26.50	\$ 27.50	\$ 29.75
9	\$ 26.00	\$ 27.00	\$ 28.00	\$ 30.25
10	\$ 26.50	\$ 27.50	\$ 28.50	\$ 30.75
11	\$ 27.00	\$ 28.00	\$ 29.00	\$ 31.25
12	\$ 27.50	\$ 28.50	\$ 29.50	\$ 31.75
13	\$ 28.00	\$ 29.00	\$ 30.00	\$ 32.25
14	\$ 28.50	\$ 29.50	\$ 30.50	\$ 32.75
15	\$ 29.00	\$ 30.00	\$ 31.00	\$ 33.25
16	\$ 29.50	\$ 30.50	\$ 31.50	\$ 33.75
17	\$ 30.00	\$ 31.00	\$ 32.00	\$ 34.25
18	\$ 30.50	\$ 31.50	\$ 32.50	\$ 34.75
19	\$ 31.00	\$ 32.00	\$ 33.00	\$ 35.25
20	\$ 31.50	\$ 32.50	\$ 33.50	\$ 35.75
21	\$ 32.00	\$ 33.00	\$ 34.00	\$ 36.25
22	\$ 32.50	\$ 33.50	\$ 34.50	\$ 36.75
23	\$ 33.00	\$ 34.00	\$ 35.00	\$ 37.25
24	\$ 33.50	\$ 34.50	\$ 35.50	\$ 37.75
25	\$ 34.00	\$ 35.00	\$ 36.00	\$ 38.25
26	\$ 34.50	\$ 35.50	\$ 36.50	\$ 38.75
27	\$ 35.00	\$ 36.00	\$ 37.00	\$ 39.25
28	\$ 35.50	\$ 36.50	\$ 37.50	\$ 39.75
29	\$ 36.00	\$ 37.00	\$ 38.00	\$ 40.25
30	\$ 36.50	\$ 37.50	\$ 38.50	\$ 40.75