

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: Principal's Secretary

BUILDING(S): Oak Park Elementary School

CLASSIFICATION: Secretary II

TERMS OF EMPLOYMENT: 10-½ months. Monday-Friday: 8 hours/day

IMMEDIATE SUPERVISOR: Building Principal or Designee

EVALUATION PROCEDURES: Per the Collective Bargaining Agreement

SALARY: Per the Collective Tentative Bargaining Agreement.
See page 3 of the posting for salary schedule

START DATE: July 2026

JOB ID: 5022

QUALIFICATIONS:

1. High School diploma or equivalent.
2. Advanced knowledge of computers and software programs (specifically Microsoft Office Suite).
3. Accurate data entry skills (knowledge of Synergy & Skyward).
4. Excellent organizational skills.
5. Strong interpersonal and intrapersonal skills.
6. Excellent written and oral communication skills.
7. Ability to manage multiple priorities.
8. Ability to work with a linguistically and culturally diverse public.

JOB DESCRIPTION / RESPONSIBILITIES:

1. Record certified staff attendance and coordinates external subs daily.
2. Submit payroll for support and certified staff.
3. Coordinate certified staff class coverage for payroll.
4. Coordinate registration and procedures.
5. Prepares & reconciles accounting and bookkeeping reports:

- a. Maintain records of all student fees collected.
 - b. Record all fees collected into Synergy & Skyward.
 - c. Maintain a list of waiver for school fees.
 - d. Maintain building activity accounts and reconcile account activity.
6. Prepare purchase orders for school purchases.
 7. Maintain voice mail accounts, building swipe cards, building keys and create and distribute phone tree.
 8. Assist in maintaining records of stipend positions.
 9. Assist administrator with the upkeep of the school message marquis.
 10. Maintain breakfast/lunch program records.
 11. Format programs for building special events (i.e., promotion, honors assemblies, certificates, etc.).
 12. Keep inventory of classroom supplies.
 13. Update teacher's names and room numbers in system.
 14. Sort and distribute US and district mail.
 15. Prepare correspondence, reports and documents.
 16. Prepare suspension letters.
 17. Send out initial meeting invitations and confirm IEP meeting dates and time as directed by Principal.
 18. Coordinate end of year close out.
 19. Assist with coordination and completion of various special projects.
 20. Greet visitors or students, provide appropriate information or assistance, or refer to appropriate staff.
 21. Answer incoming telephone calls, provide appropriate information or take message and refer to appropriate staff.
 22. Safeguard confidential information as specified in the Illinois School Code.
 23. 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