

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:** Secretary – Records

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

**CLASSIFICATION:** Secretary I

**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 Tentative Bargaining Agreement.  
See page 3 of the posting for salary schedule

**START DATE:** August 2026

**JOB ID:** 5023

### QUALIFICATIONS:

1. High School diploma or equivalent.
2. Proficient knowledge of computers and software programs (specifically Microsoft Office Suite).
3. Accurate data entry skills (knowledge of Infinite Campus and Infinite Visions preferred).
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. Maintain student records.
2. File all student data in cumulative folders.
3. Request records for new students (educational & medical).
4. Send transcripts for dropped students.

5. Maintain report card data.
6. Assist counselors with new student registration.
7. Maintain permanent record information in files and on computer.
8. Produce monthly attendance report.
9. Plan, organize, maintain and update a variety of files, records, and databases.
10. Greet visitors and students, provide appropriate information or assistance, or refer to appropriate staff.
11. Answer incoming telephone calls, provide appropriate information or take message and refer to appropriate staff.
12. Safeguard confidential information as specified in the Illinois School Code.
13. 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**

<b>Compensation Level</b>	<b>Clerical Assistant</b>	<b>Building Level Secretary I</b>	<b>Building Level Secretary II</b>	<b>District Level Bookkeeper</b>
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