



Date: July 28, 2025

To: Dr. Robert Halverson, Superintendent of Schools
East Aurora School District 131 Board of Education

From: Mr. Jonathan Simpson, Associate Superintendent of Learning and Leadership
Mrs. Nakita Stewart, Director of College and Career Readiness

Subject: High School Guidance Division Chair

The Issue:

As we review hiring for the 2025-2026 School Year we are actively focused on filling all of our open positions in the district. Over the last several weeks the High School Administrative Team has been reviewing the applications for the Division Chair of Guidance position and there are no current candidates who meet the posted qualifications for the position.

Board Policy and Past Practices:

The Division Chair of Guidance position was created three years prior to provide a layer of administrative support for the counseling department. Prior to the creation of the Division Chair of Guidance position no direct administrative position supported the counseling department. Roughly 12 years ago the counseling department had a position called “counseling department manager” which was filled by a building counselor who operated with a smaller caseload and was responsible for providing oversight and support for the counseling department.

Strategic Plan:

This recommendation supports East Aurora School District's Strategic Goal #3 Collaborative Leadership: East Aurora School District 131 will *engage in continuous improvements through collaborative, student-focused, and data-driven leadership* and Strategic Goal #4 Student Achievement: *East Aurora School District #131 will ensure academic success of all students by closing the opportunity gap.*

Community Impact:

Ensuring our students acquire the needed support to reach their full potential and be successful members of their communities. Continuing to increase College and Career Readiness, College applications, scholarships, and FAFSA completions which highly affects the community.

Supporting Data:

The Division Chair of Guidance was created starting the 2022-2023 School Year. As of July 21st there are no qualified applicants in the recruiting and hiring platform that meet the required qualifications as posted.

Financial Impact:

The current Division Chair of Guidance position is posted with a salary range of \$95,000- - \$105,000 and this position would not be filled for the 2025-2026 school year saving this salary. The individual who fills the Counseling Department Manager would be offered additional per diem days to complete the necessary position requirements that are required outside of the regular school year calendar.

Recommendation:

It is recommended that for the 2025-2026 School Year we not fill the Division Chair of Guidance position in its current form. It is further recommended that the position is filled as a Counseling Department Manager that is filled by a current counselor who will operate with a smaller caseload, but required to complete the job description/responsibilities minus the observation and evaluation requirement as the individual will not be a certified school administrator.

Timeline for Decision

August 4, 2025