JOB OPENING

ADMINISTRATIVE ASSISTANT TO FISCAL SERVICES

Leyden High School District 212

DATE: September 1, 2026

AVAILABLE	Immediately
SALARY	$40.00 per hour
TERMS OF EMPLOYMENT	12 Months. This is an At Will position.
HOURS	40 hours per week
BENEFITS	Paid holidays per At Will Handbook Paid sick leave days per At Will Handbook Vacation days per At Will Handbook Insurance participation IMRF participation Term life insurance

See accompanying job description for details.

If you are interested, please complete an online application at www.leyden212.org.

All applications must be submitted prior to 4:00 on Tuesday, September 8, 2026.

Brian J. Mahoney, Ed.D.
Assistant Superintendent of Human Resources

Posted: 9.1.2026

Administrative Assistant to Fiscal Services

Assignment:	**12-month IMRF**
FLSA Status:	**Not Exempt**
Location:	**East Leyden**
Terms of Employment:	**12-Month Year**
Wages:	**To be determined by the Board of Education**
Evaluation:	**Board policy on Evaluation of Educational Support Personnel**
Reports to:	**CSBO/CFO/CIO/Treasurer and ESP Supervisor**

Qualifications:

- Experience as an administrative assistant or working in a business or office setting.
- Experience preferred in Illinois Association of School Business Officials duties and statues created by the state
- Experience in google suite, excel, software systems, and/or payment management systems
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Essential Job Functions:

- Ability to maintain confidentiality regarding staff and student personal record information.
- Ability to maintain confidentiality regarding employee issues, financial matters and district procedures
- Ability to speak in a clear and understandable manner and write legibly.
- Proficiency in typing, spelling, punctuation and composition of correspondence.
- Proficiency in establishing and maintaining positive human relations, including effective working relationships with supervising personnel, co-workers, business professionals, civic organizations, representatives from other school districts, and the general public.
- Proficiency with computer, software, and technology.
- Proficiency in initiating, developing, and managing projects through to completion.

Performance Responsibilities

- Prepares/composes, and distributes correspondence, letters, memos, minutes of meetings, agendas, bulletins, questionnaires, files, records, reports, charts, purchase orders, requests for payments, forms, etc., related to the functions of this office from notes, verbal instruction, or independently from knowledge of situation or project, including information pertaining to confidential personnel matters such as collective bargaining.
- Assists in the preparation of special federal, state, local and in-district reports and surveys.
- Assists in composing responses to Freedom of Information Act requests with specified time limits.
- Assists Data Specialist and CSBO in preparation of annual budget requests for the district.
- Assists Data Specialist and CSBO in preparation and final completion of the annual School District budget adopted by the Board of Education.
- Assists Chief Financial Officer and Treasurer with the filing of annual tax levy and prepares related resolutions for adoption by the Board of Education.
- Prepares and coordinates all bids for the District. Maintains up-to-date bid list for School District.
- Coordinates the use of school facilities requests.
- Maintains file of "hold harmless" statements and certificate of insurance from outside groups using facilities.
- Serves as a Program Administrator for the District purchasing card program.
- Serves as an Account Administrator for the District's Amazon Business Account.
- Serves as primary contact for District issued cell phones/devices. Coordinates and maintains all plans, devices, and upgrades.
- Serves as a backup to the district cashier with primary duties of managing online products for sale.
- Serves as a backup with knowledge of our employee database system (Frontline) and is able to help process information relating to time, attendance, and payroll.
- Submits list of individuals required to file a Statement of Economic Interest to the Cook County Clerk's office.
- Serves as the backup to the management of the Leyden Foundation and reconciles the account monthly.
- Issues purchase orders for Chief Financial Officer and Treasurer and Fiscal Services Department as requested.
- Assists with the preparation of the treasurers report for the Leyden foundation
- Prepares and coordinates items to be sold through the "For Sale" bid process or other district selling processes
- Assists Chief Financial Officer and Treasurer on any major building renovations, and construction related projects.
- Works with Fiscal Service and district's attorney to properly submit Wage Assignment/Withholding orders from state agencies.

- Updates and monitors Records Retention Schedule, 403/457 plans, and all tax records in compliance with regulations of the Local Records Commission, the state of Illinois/IRS and Board of Education Policy.
- Manages invoices and payment for all district phone connections.
- Updates and posts any Business Office and Fiscal Services forms on the district's website.
- Perform all other duties as assigned by the CFO/CSBO, the Fiscal Services Supervisor, or the Educational Support Personnel Supervisor.
- Assists in collecting information for the District’s annual audit
- Prepares and coordinates asset inventory for the district.
- Assists with the calculation of personal leave balances.

Physical Demands and Work Environment:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, sit, bend, write, type, speak, and listen. In addition, the employee may occasionally be required to bend, twist, reach and climb. Specific vision abilities required by this job include close, peripheral and distant vision. Ability to work in an office environment, sitting, standing, light lifting, filing, operate office machines and computer, communicate with staff and others. Occasional lifting, otherwise non-demanding physical office activities.

The noise level in the work environment ranges from quiet/moderate to loud. The employee is frequently required to interact with the other staff. The employee is directly responsible for the safety and well-being of students.

The statements in this job description are intended to describe the general nature and level of the work to be performed by (an) individual(s) assigned to this position. They are not an exhaustive list of all duties and responsibilities related to the position. This job description will be reviewed periodically as duties and responsibilities change with business necessity and School Board Policy and procedures. Essential and marginal job functions are subject to modification.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

Reviewed and Agreed to by: ____

Print Full Name

Employee Signature Date

Revised: 10.21.22

All Staff
July 1, 2026 - June 30, 2027

Benefits Overview

Introduction & Eligibility

At Leyden High School District 212, we offer comprehensive and competitive benefits to eligible employees and their spouses/dependents, promoting happy and healthy lifestyles and a good work-life balance. Employees can enroll themselves and their spouses/dependents upon hire, during open enrollment, or after a qualifying life event.

This benefits overview outlines D212's benefits, including enrollment details and tips for maximizing your experience. Our program features medical, dental, and voluntary vision plans; flexible spending accounts; life insurance for you and your dependents; and optional voluntary benefits like Accident and Critical Illness.

D212 provides a flexible benefits package that can be customized to fit your needs. Some benefits are shared in cost with employees, and many are paid pre-tax, reducing your payroll taxes.

After your initial eligibility period, you can only make changes during annual enrollment or after a qualifying event, such as marriage, death, birth, or adoption.

Eligibility:

All employees working 30+ hours per week can participate in our benefits program; including medical, dental. Employees working 20-29 hours per week can participate in any of our voluntary benefit offerings.

You may cover yourself and eligible dependents, including your spouse and dependent children. Non-military dependents can be covered until age 26, regardless of residence or student status. Dependents who have served in the U.S. Armed Forces can be covered until age 30, but must reside in Illinois.

Insurance Benefits

Medical

Preferred Provider Organization (PPO) | BlueCross BlueShield of Illinois
A PPO plan offers the freedom to receive care from any in- or out-of-network doctor, specialist or hospital without a referral. You have a deductible to meet and once the deductible is met, coinsurance (or the cost share between you and the carrier) kicks in. The types of medical services that accumulate towards your deductible are inpatient hospital stays, outpatient surgeries, labs (blood work) and x-rays (MRIs, PET scans, CT scans, etc.). If you go to the doctor, see a specialist, utilize the ER or take a prescription drug, you'll pay a copay for those specific services. Copays do not accumulate towards your deductible but they do accumulate towards your overall out-of-pocket maximum.

BlueChoice Options (BCO) | BlueCross BlueShield of Illinois
With a three-tier plan, you have access to a large network of doctors and hospitals, but you also have the chance to save money by utilizing a smaller network.

Tier 1 offers the lowest out-of-pocket costs if using a contracted provider in the BlueChoice Options (BCO) Network. This network covers the Chicago Metro areas in Illinois with contracted providers in Cook, Lake, McHenry, DuPage, Kane, Grundy, Kankakee, Kendall and Will Counties. Be sure to check with BCBS to confirm your provider is participating in this network, or you may incur higher out of pocket expenses. Tier 2 has higher out-of-pocket costs, but is still considered in-network if you use a provider within the larger network. If you reside outside of Illinois, you will be covered at the Tier 1 benefit when you utilize a provider that participates in the Tier 2 network. It's important to check with the carrier if you live in close proximity to the Illinois border because this may not apply.

Healthcare Account (HCA) | BlueCross BlueShield of Illinois
D212 provides an HCA to all employees enrolled in the BCBS of IL Medical PPO Plan or the Medical BCO Plan. Every July 1st, $300 is deposited into the employee's HCA and these funds can be used to satisfy your deductible or out-of-pocket costs. Any unused funds will be rolled over to the following plan year.

Dental

Preferred Provider Organization (PPO)
This type of dental plan allows the flexibility to select any dentist in-network or out-of-network. By staying in-network, the contract between your dentist and insurance carrier will make your annual benefit period maximum last longer.

Dental coverage focuses on preventive and diagnostic procedures in an effort to avoid more expensive services associated with dental disease and surgery. The type of service or procedure received determines the amount of coverage for each visit. Each type of service fits into a class of services according to complexity and cost.

Voluntary Vision

Vision insurance helps offset the costs of routine eye exams and also helps pay for vision correction eye wear, like eyeglasses and contacts, that may be prescribed by an eye-care provider.

By accessing in-network vision providers, you're able to reap the benefit of true vision insurance coverage. You're eligible for an eye exam and lenses or contact lenses every 12 months and frames every 24 months. Out-of-network providers will merely offer you an allowance towards your vision services.

Medical Plan Options - PPO & BlueChoice Options

		PPO			BlueChoice Options		
		PPO	Out-of-Network		BlueChoice Options	PPO	Out-of-Network
			Balance Billing May Apply***		Tier 1	Tier 2	Balance Billing May Apply***
Deductible							
Individual		$300	$300		$300	$600	$1,200
Family		$700	$700		$700	$1,400	$2,800
HCA (Healthcare Account)							
		$300 (deposited every July 1st)			$300 (deposited every July 1st)		
Coinsurance							
		100% / 80%	80% / 70%		100%	90% / 80%	60%
Out-of-Pocket Max							
Individual		$400	$2,400		$400	$2,400	$4,800
Family		$1,100	$7,100		$1,100	$7,100	$14,200
Physician Services		**In-Network**			**In-Network**		
Preventive Care**		Covered at 100%			Covered at 100%		
Primary Care Visit		80%*			100%*		
Specialist Visit		80%*			100%*		
Diagnostic Test (x-ray/blood work)		Covered at 100%			Tier 1: 100%* / Tier 2: 90%*		
Imaging (CT/PET scan, MRIs)		Covered at 100%			Tier 1: 100%* / Tier 2: 90%*		
Inpatient Hospital		Covered at 100%			Tier 1: 100%* Tier 2: 90%* (Physician Fee) & 80%* (Facility Fee)		
Emergency Room		$150 copay/visit			$150 copay/visit		
Urgent Care		Covered at 100%			Tier 1: 100%* / Tier 2: 80%*		
Pharmacy Copay (In-Network)^							
Seperate Out-of-Pocket Maximum for Rx - Individual: $750 / Family: $2,250							
Retail (30 Days)		$5 / $20 / $40			$5 / $20 / $40		
Mail Order (90 Days)		$10 / $40 / $80			$10 / $40 / $80		
Speciality		$150			$150		

*Coinsurance percentage that applies for the insurance company after the deductible has been met

**Please review the BCBS of IL Preventative Care Guidelines; not all preventative care is eligible. Eligible services are based on age and gender and follow federal requirements.

^Pharmacy benefits are managed through CVS Caremark; not BCBS of IL

***The amount the plan pays for covered services is based on the allowed amount. If a provider charges more than the allowed amount, you may have to pay the difference.

Payroll Deductions - Total Monthly Cost	PPO	BlueChoice Options
Employee Only	$222.74	$209.59
Family	$579.12	$544.94

Dental & Voluntary Vision Plan Options

Plan Details	Dental - PPO
Network	Metlife PDP Plus
Individual Deductible	$0
Family Deductible	$0
Preventive Coinsurance	80%
Basic Coinsurance	80%
Major Coinsurance	50%
Annual Plan Maximum	$2,000
Orthodontia Coinsurance (Child Only; to age 19)	50%
Orthodontia Lifetime Maximum (Child Only; to age 19)	$800
Out-of-Network benefits are based on Reasonable & Customary Fees	

Plan Details	Voluntary Vision
Network	Metlife VSP Choice
Exam Copay	$10
Material Copay	$25
Exam Frequency	Every 12 months
Lenses Frequency	Every 12 months
Frames Frequency	Every 24 months
Out-of-Network benefits are based on reimbursement schedule	

Payroll Deductions - Total Monthly Cost	Dental PPO	Voluntary Vision
Employee Only	$11.90	$8.61
Family	$30.52	$20.22

Flexible Spending Account (FSA)

Accounts that allow you to save money on a pre-tax basis to pay for qualified medical, dental, and vision expenses, dependent care expenses, and transit and parking expenses you may incur throughout the year. The money you put into your FSA is done so on a pre-tax basis. This means you are lowering your taxable income and also not paying taxes when the money is used for qualified expenses.

You're eligible to contribute to a Health Care FSA, a Dependent Care FSA, a Transit and Parking FSA. IRS maximums apply. Funds must be used for qualified expenses to avoid penalty.

The maximum you can elect to contribute in 2026 is $3,400 for Health Care FSA, $7,500 for Dependent Care FSA, and $340 for each Transit and Parking FSAs.

Other Benefits

Basic Life & Voluntary Life and AD&D Insurance

Basic Life Insurance helps ease your loved ones' financial burden. To support your family financially in the event of your death, D212 offers a basic life benefit. Full-time 12-month staff have a benefit amount of $25,000, while full-time 10-month staff have a benefit amount of $20,000.

The cost of the basic life benefit is 100% paid for by the company.

If you need additional coverage, voluntary life and AD&D insurance is available with a variety of election amounts to choose from. This coverage can be extended to you, your spouse, and your dependents. Please note, this benefit is fully paid by you.

Voluntary Life and AD&D Insurance			
	Employee	**Spouse**	**Child**
Benefit	Increments of $10,000	Increments of $5,000	Increments of $5,000
Maximum Election	Up to $500,000	Up to $50,000	$5,000
Guarantee Issue*	$150,000	$20,000	$5,000

*Guarantee Issue applies to new hires only

Voluntary Accident

This policy helps cover out-of-pocket accident costs by paying benefits for each covered injury and treatment, and it pays in addition to any medical plan.

Covered Accident	Assocaited Payout
Emergency Room Visit	$150
Initial Hospital/ICU Admission	$1,200 / $2,000
Hospital/ICU Confinement	$250 / $500 per day
Fractures & Dislocations	Up to $5,000

Voluntary Critical Illness

Critical illness insurance offers a lump sum cash benefit if you or a loved one is diagnosed with a covered condition like heart attack, stroke, or cancer. It provides financial support to focus on recovery and pays benefits independently of your medical plan.

	Employee	Spouse	Child(ren)
Coverage Increments	$10,000	$5,000	$2,500
Maximum Benefit Amount	$20,000	$20,000	$10,000
Guarantee Issue Amount	$20,000	$10,000	$10,000
Benefit Reduction Schedule	65% of the original amount at age 65 50% of the original amount at age 70		None

See policy for additional benefits, policy conditions, and limitations.

Supplemental Life and Dependent Life and AD&D rates, Voluntary Accident, and Voluntary Critical Illness rates will be calculated based on your demographics when enrolling in Employer Navigator.

Carrier Information

Medical Plans	
Carrier	BlueCross BlueShield of Illinois
Website	www.bcbsil.com
Phone Number	See ID Card

Prescription Drugs	
Carrier	CVS Caremark
Website	www.caremark.com
Phone Number	(866) 526-9092

Dental & Vision	
Carrier	MetLife
Website	www.metlife.com/mybenefits
Phone Number	(800) 275-4638

Flexible Spending Accounts	
Carrier	Flex
Website	www.myflexaccount.com
Phone Number	(866) 472-5351

Basic Life & Voluntary Life AD&D	
Carrier	BlueCross BlueShield of Illinois
Website	www.bcbsil.com/ancillary
Phone Number	(800) 778-2282

Voluntary Accident & Critical Illness	
Carrier	BlueCross BlueShield of Illinois
Website	www.bcbsil.com/ancillary
Phone Number	(800) 778-2282

MarshMcLennan Agency