

POSTING

LAKOTA LOCAL SCHOOL DISTRICT Human Resources Office

TO: All Support Staff Members
FROM: Human Resources
DATE: November 19, 2021

We are now accepting applications for the position of: **Office Secretary**

Location: Central Office – Special Services

Job Specific Duties: Candidates interested in this position must have experience in the following areas:

- Provide day-to-day administrative support functions to the special education directors.
- Work as part of a team and/or take the lead in coordination and planning for communications, conferences and events.
- Utilize special education software program to finalize incoming special education documents.
- Knowledge of and ability to apply technology skills in order to create spreadsheets, maintain database and use special education software.
- Ability to maintain sensitive and confidential information related to special education.

The candidates will be asked to demonstrate the aforementioned skills as part of the interview process.

Schedule: 8 hours per day, 5 days/week, 1 FTE.

Date of Employment: December 2021

Contract days: 227 days per year.

Salary: Beginning at a minimum \$16.55 per hour, based on verified experience.

Application Process: Current Lakota employees may apply through **3:00 P.M., November 29, 2021**. Administration will review all applicants who have completed an on-line application at www.lakotaonline.com. Current Lakota employees must create a user account and application in the Butler County Area Application Consortium to apply for these positions.

Application Deadline: November 29, 2021

Applicants that are offered positions shall be required to submit to an FBI/BCII criminal background check. Failure to satisfactorily pass the criminal background check based on the discretion of the Board of Education will preclude an individual from employment with the district.

LAKOTA LOCAL SCHOOL DISTRICT JOB DESCRIPTION

Position: Office Secretary

Department: Office Personnel

Reports to: Building Administrator or Department Director

Hours: 8 hours per day; 5 days per week

Contract: 227 Days

SUMMARY:

Provide comprehensive office support for the department or building.

MINIMUM EDUCATION:

A high school diploma or equivalent is required, additional office training is preferred.

EXPERIENCE:

- This job involves unstructured work in which the employee determines tasks, priorities and goals; freedom to make decisions; responsibility for the work and outcomes.
- Clerical – Knowledge of administrative and clerical procedures, managing files and records, designing forms and other office procedures and terminology, EMIS, USPS.
- Customer and Personal Service – Knowledge of principles and processes for providing customer and personal services and meeting quality standards for services
- English language – Knowledge of the structure and content of the English language including the meaning and spelling of words, composition and grammar
- Economics and Accounting – Knowledge of economic and accounting principles and practices, banking and reporting financial data
- Listening – Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate and not interrupting at inappropriate times
- Service orientation – Actively looking for ways to help people, adjust actions in relation to others' actions, maintain confidentiality of all personal information
- Comprehension – Understanding written sentences and paragraphs, understanding the implications of new information, being aware of others' reactions and understanding why they react as they do
- Communication – Talking to others to convey information effectively, communicating effectively in writing using technology
- Time management – Managing one's own time and organizational skills
- Monitoring – Monitoring and assessing own performance to make improvements or corrections
- Problem sensitivity – Able to tell when something is wrong or is likely to go wrong, able to concentrate on a task over a period of time without being distracted, able to shift back and forth between two or more activities
- Dependable (reliable, responsible, fulfilling obligations)
- Attention to detail (thorough in completing work tasks)
- Cooperative (pleasant with others, good natured, cooperative attitude)
- Integrity (honest and ethical)
- Self-Control (maintaining composure, keeping emotions in check, controlling anger, avoiding aggressive behavior even in difficult situations)
- Independence (developing one's own ways of doing things, working with little supervision, depending on oneself to get things done)
- Concern for Others (sensitive to others' needs and feelings and being understanding and helpful on the job)
- Stress Tolerance (patient with others and with repetitive activities, accepting criticism and dealing calmly and effectively with high stress situations)
- Adaptable/Flexible (open to change and to considerable variety)

- Achievement/Effort (establishing and maintaining personally challenging achievement goals and exerting effort toward mastering tasks)
- Initiative (willingness to take on responsibilities and challenges)
- Activity (busy all the time)

RESPONSIBILITIES:

- Use of the telephone and electronic communication
- Contact and face to face discussions with others
- Work with a group or team
- Dealing with external customers
- Working indoors
- Sitting
- Some repetition of physical tasks, e.g., key entry
- Highly accurate performance
- Maintaining parent address book
- Mailing information to non-custodial parents (Elem/JH)
- Creating daily bulletin for staff (Elem)
- Typing parent letters
- Receiving and printing out all announcements
- Directing sales people
- Giving building tours
- Assisting students and parents with transportation issues
- Scheduling rooms for events and meetings
- Assisting PTO administrators with projects
- Greeting visitors to school
- Distributing voter registration information
- Requesting work for students ill, suspended or in APP (JH & HS)
- Preparing and mailing discipline letters
- Maintaining discipline records including Friday schools and suspensions
- Creating certificates for VIP breakfast and academic awards
- Handling voice mail and telephone accounts and problems
- Typing teacher observation reports (HS)
- Typing and copying a variety of documents such as student planners, teacher handbooks, emergency forms, etc. (HS)
- Metering mail for post office pick-up
- Distributing mail
- Taking and delivering messages and packages to students and staff
- Signing for freight deliveries and notifying custodians
- Forwarding free and reduced lunch applications to Child Nutrition
- Making announcements as needed
- Paging students and teachers as needed
- Typing and proofing documents, letters and evaluations
- Keeping the front office area clean and clutter-free
- Maintaining list of the youngest child of each family in the school (Elem)
- Maintaining table in front of office of current handouts and flyers for students (JH)
- Processing work permits – checking previous permits as packets returned, keeping physical current, verifying packet is complete, typing permit information, obtaining student signature, maintaining permit file (JH & HS)
- Creating and copying various packets – conference, grade orientation, new family (JH & HS)
- Maintaining and trouble-shooting all copiers (JH & HS)
- Maintaining lost and found (HS)
- Maintaining postage machine (HS)
- Distributing yearbooks and videos to previous year graduates (HS)
- Helping put mail in teacher mailboxes
- Supervising student aides (HS)
- Helping prepare for conferences and working those evenings
- Setting up collaboration schedule and getting subs
- Answering switchboard calls, forwarding, taking messages, updating and voice mailing
- Assisting subs working in the building
- Running Cognos reports as needed

- Assisting with all correspondence related to school opening and closing
- Forwarding name changes for key personnel (Elem)
- Helping prepare for “step up” day (Elem)
- Creating and maintaining class lists for office staff (Elem/JH)
- Maintaining teacher and room catalog (Elem/JH)
- Scheduling IAT meetings and enrolling students in the IAT database (Elem)
- Creating new sub folders for new school year (JH & HS)
- Assisting with closing school year (checking teachers out) (HS)
- Supplying teacher workroom (HS)
- Ordering supplies for office (HS)
- Coordinating set up for in-services including breakfasts, handouts, equipment (HS)
- Assisting teachers in various duties (looking up student schedules for distribution of items from various clubs, etc.)
- Maintaining homeroom list (Elem)
- Scheduling appointments
- Helping students with locker problems (JH/HS)
- Copying and assembling course of study (HS)
- Turning off bells and operating manually on irregular bell days (JH & HS)
- Maintaining custody information (Elem/JH)
- Screening parents as to who is allowed to pick up children
- Distributing child care forms and update child care information (Elem)
- Working with student pictures for cum folders and ID badges
- Collecting parent FERPA notices of denial to release information
- Unlocking and locking cumulative files daily (JH/HS)
- Participating in drills and make sure all students are accounted for
- Managing security with Sonitrol (HS)
- Maintaining security badge data base (JH & HS)
- Notifying security and fire department when there are alarm problems or drills
- Maintaining organization and/or replacement of all keys to the building – distributing staff keys at opening of school and collecting at end of year (JH & HS)
- Typing changes from year to year and inserting in Crisis Plan books (HS)
- Covering clinic as needed
- Processing building injury reports
- Preparing modular payroll report for in-house subs
- Running AESOP report, assisting staff with absences, calling subs as needed
- Inputting payroll information
- Distributing paychecks to mailboxes (HS)
- Keeping running total of earned/used comp time, overtime, etc.
- Maintaining Life Touch photos to cum folders and rolodex cards
- Helping prepare for grade orientation and work that evening
- Preparing registration materials for students
- Creating master schedule and student schedules (Elem)
- Maintaining EMIS data (Elem)
- Preparing June and October reports for EMIS (Elem)
- Filing and mailing test scores (Elem/JH)
- Filing IEPs, IAT files, building test data, withdrawn student records (Elem)
- Updating USPS (student codes and demographic information) (Elem/JH)
- Maintaining and distributing bus numbers for all students and update as needed (Elem)
- Keeping retained student list (Elem)
- Handling open enrollment applications, notifying parents of approval/denial, forwarding copies as needed, contacting parents about future open enrollment (Elem & JH)
- Taking information for students' change of address & get new bus info back to student.
- Beginning process of enrolling new students (making sure all forms are complete and all necessary documents are in order)
- Following-up on any outstanding paperwork from enrollment
- Arranging for bus transportation for new students
- Processing student withdrawals (follow-up on any outstanding paperwork)
- Gathering homework requests
- Processing incoming records requests in a timely manner
- Keeping student cumulative files up to date

- Preparing files at end of school year to send to high schools (JH)
- Managing Cincinnati Red's Straight A's program (JH/HS)
- Issuing passes and checking in on mediation process for Peer Mediation program (JH/HS)
- Filing college information, ordering and maintaining college application forms (HS)
- Advising students of their rank in class (HS)
- Assisting with student arrival and dismissal (Elem)
- Running attendance reports
- Enrolling new students in USPS and EOS
- Providing new student information to teachers and staff, creating CUM folder, rolodex card, attendance card, ID social label and class list
- Entering and updating attendance
- Running weekly tardy report and issuing post cards when necessary
- Answering telephone and walk-in's when Class III is busy or out of the office
- Accepting phone calls for early leave students and emailing teacher or send pass to let student know when to leave
- Calling down students when parents come in to get them without prior notice
- Calling students' parent(s)/guardian(s) to verify absences
- Conferencing with parents by telephone on student attendance
- Making/entering any attendance changes in computer and emailing teacher(s)
- Overseeing late arrivals and collecting notes and writing passes to class
- Entering absences
- Collecting/overseeing collection of attendance sheets from teachers and verifying all collected
- Entering early leave/late arrival students and times into the computer
- Getting attendance messages off answering machine
- Accepting vacation notes and having students get vacation paper signed by all teachers
- Entering all suspended and APP students into daily attendance
- Printing out and copying updated absence list
- Emailing attendance records to teachers and staff
- Keeping records of number of tardies and writing up referral sheets
- Keeping records of number of absences and printing out letters for 3, 6, 12 or more unexcused absences, addressing envelopes and mailing to parent(s)/guardian(s)
- Making copies of letters and give to Vice Principal with copies of attendance on students with attendance problems
- Withdrawing students in USPS (Elem)
- Providing staff with withdrawn student information (Elem)
- Maintaining accurate enrollment numbers and information (Elem)
- Maintaining spreadsheet on all tardies (JH)
- Compiling, creating and mailing all attendance and tardy letters (JH)
- Verifying college leave notes, vacation notes, early leave notes (HS)
- Updating database on athletes (JH & HS)
- Fielding phone calls and responding to questions from students and the general public
- Typing letters, memos, reports for the Athletic Director
- Submitting sports bus requests and information
- Writing and verifying bus passes
- Creating schedules for the season
- Answering phones and write passes as needed
- Preparing OHSAA team lists for each team each season
- Calling to verify games/coverage
- Collecting Master card receipts and processing and copying paperwork for Central Office
- Receiving merchandise for purchase orders and copying invoice to send to Central Office
- Handling game cancellations or reschedules – calling coach and transportation and making announcements
- Creating awards banquets program, invitation letters, certificates
- Sending pictures schedule for coaches and contact Life Touch
- Sending invitations and ordering and picking up corsages for senior parent night
- Ordering Coke products for athletics, school functions, homecoming, SGA dances
- Faxing rosters to opposing schools
- Faxing tournament brackets, making money boxes, checking in rosters
- Making banners for visiting elementary schools
- Keeping sports camp information
- Keeping try out information up to date
- Maintaining book of directions for sporting events

- Making student packets for different sports seasons
- Preparing fund raiser forms
- Creating and updating parent email address group
- Creating budget, copying and distributing to coaches
- Creating seasonal tri-fold sport schedules
- Maintaining sport schedule, offices, transportation, volunteers
- Checking and collating eligibility sheets
- Preparing case boxes for all home games
- Completing “officials” contracts and paying officials, gate keepers, security, score books, score boards, etc. pertaining to each game
- Maintaining Excel spreadsheet for all athletics for each season
- Collecting all participation fees and noting on spreadsheet for future reference
- Collecting and maintaining all sports physical forms for each athlete and notify Athletic Director when expired, pulling expired physicals for nurse
- Assisting with mailing eligibility warning/ineligible letters to parent(s)/student
- Assisting with preparation of state eligibility reports and athletic awards program
- Processing purchase orders and logging them in department budget framework
- Verifying game contracts
- Scheduling all officials for each season and following-up with contracts
- Calling and confirming with school, officials and workers for weekly games
- Maintaining facility use calendar and corresponding with outside clubs with contracts, scheduling and times availability
- Maintaining sport rack in front of office for all sports information
- Maintaining and distributing season passes
- Setting up security for games
- Adding athletes to GSMS
- Doing summer mailing for upcoming year – cover letter, EMF, sports physical form, Mercy Health work/sports physical form, Tri-Health flyer
- Doing all ticket reports
- Creating all payment vouchers
- Completing all athletic department requisitions
- Processing facility use forms
- Taking attendance calls from parents
- Entering information for sport schedule on website
- Coordinate locks for all athlete’s lockers
- Sending athletic warning, non-eligible, and “no-form/non-eligible” letters to all necessary team members
- Counting all money and depositing into district 5/3 Bank account (JH & HS)
- Maintaining club money and doing all requisitions (JH & HS)
- Selling tickets for fall and spring plays (HS)
- Maintaining charge cards (HS)
- Collecting applications for student parking, verifying information, collecting fee, entering data (HS)
- Collecting fine money for damaged lockers/combination PE locks and damaged and/or lost books (HS)
- Collecting summer school applications and fees (HS)
- Selling replacement planners (JH/HS)
- Processing end of school year fees (missing books, etc.) (JH & HS)
- Processing Electronic High School Registration Forms (HS)

EMPLOYMENT REQUIREMENTS:

- Work performed in a school/office environment.
- Ability to lift up to 50 lbs.
- Bending, Lifting, Twisting and repetitive motion required.
- Valid driver’s license required.