

POSTING

**LAKOTA LOCAL SCHOOL DISTRICT
Human Resources Office**

TO: All Support Staff Members
FROM: Human Resources
DATE: August 11, 2025

We are now accepting applications for the position of **Office Manager K-9**

Location: Cherokee Elementary

Qualifications: Preference given to candidates who demonstrate the following:

- Great interpersonal skills with staff and families
- Budget management experience with multiple line items
- Writing experience in the area of newsletter and correspondence
- Highly organized
- Purchasing experience
- Personnel payroll management
- Experience with E School
- Problem solving skills

Schedule: 8 hours per day, 5 days per week and 227 days per school year calendar.

Date of Employment: August 13, 2025

Salary: Beginning at a minimum of \$21.19 per hour, based on verified experience. 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 Process: Current Lakota employees may apply through **3:00 P.M., August 13, 2025**

Application Deadline: August 13, 2025

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 Manager K - 9

Department: Office Personnel

Reports to: Department Director or Building Administrator

Hours: 8 hours per day; 5 days per week

Contract: 227 Days

SUMMARY:

Serves as the administrative assistant for building. Ensures the building office runs smoothly and efficiently in the daily operation. Ensures all items needed to effectively run a school office are in order and are maintained.

MINIMUM EDUCATION:

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

EXPERIENCE:

- This position involves unstructured work in which the employee determines tasks, priorities and goals; freedom to make decisions; responsibility for the work and outcomes of others; coordinating and leading others in accomplishing work activities; willingness to lead, take charge and offer opinions and direction.
- Clerical – Knowledge of administrative and clerical procedures, managing files and records, designing forms and other office procedures and terminology
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- Knowledge of principles and processes for providing customer and personal services and meeting quality standards for services
- Knowledge of the structure and content of the English language including the meaning and spelling of words, composition and grammar
- Knowledge of economic and accounting principles and practices, banking and reporting financial data
- Use of the telephone and electronic communication
- Contact and face to face discussions with others
- Conflict resolution – dealing with difficult situations
- 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
- 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 (accepting criticism and dealing calmly and effectively with high stress situations)
- Adaptable (open to change and to considerable variety)
- Achievement and 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)

EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

RESPONSIBILITIES:

- Working with building administrators on building projects as directed or requested
- Coordinating and managing the flow of office tasks to ensure efficient operation and timely completion (scheduling and facilitating regular, periodic meetings with office staff in the building)
- Delegating projects to Office Secretaries as necessary
- Working as a cooperative team member and maintain a positive relationship with peers
- Participating as a Leadership Team/School Improvement Team member and/or member of various other building committees as assigned or requested by the Principal
- Exercising office team leadership to problem solve office problems without administrator intervention
- Maintaining confidentiality
- Coordinating and facilitating the flow of all communications from the school to the parents, students, staff and school community in general (school, PTA and classroom newsletters, materials distributed by out-of-school groups, district office communications, etc.)
- Changing office recording as necessary
- Typing and proofing letters, memos, reports, grants, evaluations, newsletters and programs for the Principal
- Printing or forwarding emails for building distribution
- Developing and distributing parent newsletter by electronic and paper means
- Preparing meeting agendas
- Typing minutes following meetings
- Incorporating school dates into Lakota calendar
- Maintaining parent email addresses
- Keeping building web page current
- Receiving telephone calls and making proper disposition of calls
- Sorting and distributing pony and US mail
- Posting job postings
- Posting minutes and other reports on employee bulletin board
- Developing and maintaining excellent rapport with Principal, staff and all members of the school community
- Greeting students, staff, parents and visitors courteously and professionally
- Taking care of staff and parents as needed
- Coordinating Life Touch programs and pictures
- Reporting donations for Board agendas
- Mailing materials to new students and new staff members
- Coordinating building United Way campaign communications
- Monitoring facility usage
- Distributing and collecting information and collecting food for special events
- Serving as school photographer as directed
- Sending articles to area newspapers if directed
- Troubleshooting transportation problems
- Maintaining building security (Sonitrol)
- Creating a staff roster and emergency staff calling chain
- Updating building crisis plan
- Maintaining faculty and staff database of name, address, phone, birth date, and auto license numbers
- Monitoring security cameras and building security system
- Providing school nurse back-up
- Wearing walkie-talkie while in building in case of emergency
- Contacting officials in emergencies or for drills
- Checking AESOP, greeting and managing subs and arranging in-house coverage when necessary
- Preparing and distributing daily staff bulletin
- Time sheets and SWOCA payroll management
- Arranging meetings and conferences (principal, IEP, SST, etc.)
- Adding student absences, staff birthdays and/or thank you notes to building bulletin
- Updating staff handbook
- Collecting forms for Central Office
- Collecting employee injury reports and forwarding to Central Office
- Processing professional, vacation and personal leave requests, prepare requisition for professional meeting expenses and prepare requisitions for mileage reimbursements
- Sending HR absence notification form to HR for staff members that have been absent for 5 or more days (unexpectedly or planned (if long-term))
- Coordinating beginning and end-of-year tasks (open house, orientation, award programs, graduation, staff
- Member check-in and checkout, etc.
- Operating and maintaining all office machines as needed

EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

- Inventorying office supplies, keeping them stocked and accessible and reordering as needed
- Seeing that the office, counter and storage areas are kept neat
- Assisting as needed with special events (speakers, workshop arrangements, food, set-up)
- Training volunteers on school equipment and procedures affecting PTA programs
- Copying orientation, open house and recognition night program handouts
- Compiling evening conference forms and schedules
- Creating and maintaining senior student database for diplomas with legal name, counselor, grade, special education, post-secondary options, etc.
- Verifying names on diplomas and adding stickers for honors, valedictorian and salutatorian
- Distributing diplomas to be picked up after graduation
- Preparing and organizing awards and certificates
- Reporting Highly Qualified Teacher status sheets for EMIS
- Helping with proficiency testing
- Maintaining textbook inventory
- Assisting with development of building budget (collecting department requests, enter budget requests into USPS for Treasurer's office)
- Working closely with the Principal on creating, monitoring and allocating school budget resources
- Managing payroll for certified and support staff and substitutes
- Running, checking and correcting payroll reports
- Monitoring use of school support and teacher development funds
- Managing and maintaining building supplemental positions and stipends
- Signing out master card to staff and obtaining proper paperwork with receipts and reports to the Treasurer's office
- Collecting student fee checks and entering in USPS
- Collecting and processing fee waivers and setting up payment plans where possible
- Holding end of year report cards for unpaid fees
- Depositing funds for Student Council, fund raisers, commission checks, fines, lost text books, lost ID cards, lost media center books, athletics, etc. in bank direct deposit
- Maintaining building fees and grant budgets, handling monies and payroll and coordinating building usage
- Reporting account balances to department heads and grant administrators
- Generating and processing requisitions and purchase orders as needed
- Ordering office equipment, building equipment and supplies for students and staff
- Working with vendors to resolve problems with purchase orders and shipments
- Shopping catalogs for comparison prices
- Handling donations
- All other duties as assigned

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.