



OFFICE of HUMAN RESOURCES

5572 Princeton Road
Liberty Twp., OH 45011-9726
Office: 513-644-1193 Fax: 513-644-1182
www.lakotaonline.com

Position: OFFICE - OFFICE SECRETARY (K-6)

Department: Building Position

Fair Labor Standards Act Status: Nonexempt (Hourly)

Reports to: Building Principal

Contract: 227 Days

District Overview

Lakota Local School District is a vibrant and dynamic educational community, serving over 18,000 students. Everything WE do is designed to provide a future-ready, student-centered learning experience for every single child.

Summary

The **OFFICE - OFFICE SECRETARY (K-6)** serves as the organizational and communicative heartbeat of the school, ensuring administrative efficiency, student service responsiveness, and accurate data management across building-level operations. With significant autonomy, the Office Secretary independently prioritizes tasks, manages multiple responsibilities, and interacts with stakeholders ranging from students and parents to staff and external vendors. This role demands a blend of technical precision, strong interpersonal engagement, and the ability to thrive in a dynamic educational setting.

Minimum Qualifications

- High school diploma or equivalent.
- Experience in clerical, administrative, or school office settings preferred.
- Valid Driver's License.

Key Responsibilities (Responsibilities may vary by building)

Front Office Operations & Communication

- Manage daily front desk duties including phones, walk-ins, and announcements.
- Welcome visitors and provide building tours.
- Assist students and families with transportation and enrollment questions.
- Maintain mailing lists and distribute correspondence to families.
- Oversee voicemail accounts and message delivery.
- Process incoming and outgoing mail, packages, and deliveries.
- Provide world class customer service.
- Respond to all emails in a timeline manner.



OFFICE of HUMAN RESOURCES

5572 Princeton Road
Liberty Twp., OH 45011-9726
Office: 513-644-1193 Fax: 513-644-1182
www.lakotaonline.com

- Maintain strict confidentiality.
- Complete all Safe Schools training in a timely manner.
- Monitor and restock front office documents, flyers, and supplies.

Student Records & Enrollment Management

- Enroll new students and verify required documentation.
- Process withdrawals and maintain cumulative file.
- Track attendance, early dismissals, tardiness, and vacation notes.
- Run and distribute attendance reports; prepare and mail letters for excessive absences.
- Maintain custody documentation and screen authorized pickups.
- Update student contact and demographic data in USPS.
- File records including IEPs, IATs, FERPA notices, and test scores.
- Support transitions with orientation packets, step-up day, and record transfers.

Academic & Scheduling Support

- Create and maintain master schedules and student class lists.
- Assist with grade orientation, conferences, and student awards.
- Prepare academic reports and transcripts.
- File college applications and advise students of class rank.
- Support standardized testing processes and academic data entry.
- Run Cognos and EMIS reports as needed.

Staff & Administrative Support

- Type and distribute teacher observation reports, evaluations, memos, and flyers.
- Prepare sub folders, coordinate substitute coverage, and assist subs onsite.
- Input payroll data and generate time sheet reports.
- Maintain staff mailbox systems and life-touch photo records.
- Order supplies and monitor budget documentation.
- Assist PTO and building administrators with special projects.
- Support in-service planning and school closing logistics.

Attendance Management

- Track attendance, enter updates in USPS, and communicate with families and staff.
- Coordinate vacation approvals, monitor suspended/APP status, and follow up on missed work.
- Maintain spreadsheets of student attendance and tardiness.
- Issue referrals, track trends, and compile official attendance letters.



OFFICE of HUMAN RESOURCES

5572 Princeton Road
Liberty Twp., OH 45011-9726
Office: 513-644-1193 Fax: 513-644-1182
www.lakotaonline.com

Security & Safety Oversight

- Operate Sonitrol system and monitor emergency drills.
- Manage key distribution and crisis plan updates.
- Oversee security badge systems and report alarm incidents.
- Cover clinic operations and process building injury reports.

Knowledge, Skills, and Abilities

Knowledge

- Administrative procedures, clerical systems, and school operations.
- EMIS and USPS data entry and reporting standards.
- Customer service principles and stakeholder engagement strategies.
- English composition, grammar, and written communication.
- Basic accounting practices and financial documentation.
- School scheduling and student records management.
- Emergency response procedures and security systems.

Skills

Technical Skills

- Proficient in document creation, form design, and spreadsheet management.
- Accurate data entry and database navigation (EMIS, USPS).
- Operation of office and classroom equipment (copiers, voicemail, security systems).
- Report generation from scheduling and information platforms.

Communication Skills

- Effective written and verbal interaction with students, families, and staff.
- Professional phone etiquette and messaging systems coordination.
- Ability to translate complex procedures into clear guidance for others.

Organizational Skills

- Prioritization of tasks in an unstructured environment.
- Document management, filing systems, and office supply control.
- Meeting coordination and event logistics support.



OFFICE of HUMAN RESOURCES

5572 Princeton Road
Liberty Twp., OH 45011-9726
Office: 513-644-1193 Fax: 513-644-1182
www.lakotaonline.com

Abilities

Interpersonal Abilities

- Reliability, integrity, and discretion in handling sensitive information.
- Cooperative attitude and ability to work with diverse individuals.
- Service orientation with active problem-solving for students and families.
- Leadership in managing student aides, volunteers, and substitute coordination.

Cognitive & Emotional Abilities

- Attention to detail and focus across varied tasks.
- Independence and initiative in identifying and solving problems.
- Stress tolerance and composure in high-stakes or repetitive situations.
- Flexibility and adaptability to changing demands.
- Achievement drive and proactive effort in task completion

Working Conditions

- Office environment
- Ability to lift, push, or pull up to 20 lbs.
- Bending, lifting, twisting, and repetitive motions may be required.
- Exposure to difficult, challenging, and confrontational individuals

This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed by the employee. The employee will be required to follow the instructions and perform the reasonable duties required by the employee's supervisor and/or appointing authority.

Lakota Local School District is an Equal Opportunity Employer

Board Approved: March 23, 2026



OFFICE of HUMAN RESOURCES

5572 Princeton Road
Liberty Twp., OH 45011-9726
Office: 513-644-1193 Fax: 513-644-1182
www.lakotaonline.com