



OFFICE of HUMAN RESOURCES

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

Position: SPECIALIST – ADMINISTRATIVE ASSISTANT TO THE ASSISTANT SUPERINTENDENT

Department: Assistant Superintendent – Non-Represented

Fair Labor Standards Act Status: Nonexempt (Hourly)

Reports to: Assistant Superintendent

Contract: 260 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 **Specialist – Administrative Assistant to the Assistant Superintendent** provides high-level administrative and operational support to the Assistant Superintendent and the Executive Director of Communications. This position plays a critical role in ensuring the effective, efficient, and confidential operation of executive-level functions, coordination of district initiatives, and clear internal and external communication. The role requires exceptional organizational skills, professionalism, discretion, and the ability to manage competing priorities in a fast-paced environment.

Minimum Qualifications

- High School Diploma or equivalent required; Associate's degree or advanced administrative certification preferred.
- Three (3) to five (5) years of progressively responsible administrative or executive support experience.
- Demonstrated ability to handle confidential information with discretion.
- Strong organizational, multitasking, prioritization, and attention-to-detail skills.
- Exceptional customer service and communication skills.
- Ability to work independently, anticipate needs, and meet deadlines.
- Proficiency with Microsoft Office (Word, Excel, Outlook, PowerPoint) and district software systems.
- Adaptability, flexibility, initiative, and collaborative team-oriented mindset.
- Valid Driver's License required.



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Key Responsibilities

Executive Administrative Support – Assistant Superintendent

- Provide executive-level administrative support, including scheduling, correspondence, document preparation, and meeting coordination.
- Manage calendars, prioritize appointments, and coordinate meetings, conferences, and travel arrangements.
- Draft, proofread, and format correspondence, reports, presentations, and internal documentation.
- Serve as a liaison between the Assistant Superintendent, principals, district departments, and external partners.
- Track deadlines, initiatives, and deliverables to support instructional leadership work.
- Maintain discretion and confidentiality in all matters involving personnel, instruction, and district operations.

Executive Administrative Support – Executive Director of Communications

- Provide administrative support for the Executive Director of Communications, including scheduling, correspondence, and project coordination.
- Provide administrative support with website and communication platform oversight.
- Coordinate logistics for media events, communication campaigns, and district initiatives as needed.
- Support timely dissemination of information during routine and urgent communications.

Operations, Records, and Compliance

- Organize and maintain administrative records and digital files in accordance with district policies and legal requirements.
- Compile data, conduct research, and prepare summaries, reports, spreadsheets, charts, and presentations.
- Monitor and respond to emails and inquiries in a timely and professional manner.
- Complete all required Safe Schools training.
- Support the tracking of department budgets, requisitions, mileage claims, and purchasing processes.

Collaboration & Communication

- Work collaboratively with other executive administrative staff to ensure efficient coordination across departments.



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- Greet staff, visitors, and stakeholders courteously and professionally.
- Provide accurate information and support to district staff and community members.
- Demonstrate a commitment to world-class customer service and positive professional relationships.

Knowledge, Skills, and Abilities

- Strong written and verbal communication skills.
- High level of organizational and time-management capability.
- Ability to adapt to changing priorities and handle multiple projects simultaneously.
- Demonstrated professionalism, sound judgment, and discretion.
- Ability to work effectively in a team and independently with minimal supervision.

Working Conditions

- Office environment with occasional travel to other sites.
- Ability to lift, push, or pull up to 20 lbs.
- Bending, lifting, twisting, and repetitive motion may be required.
- Regular interaction with diverse stakeholders, including situations involving conflict or sensitivity.

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: April 27th, 2026.



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