



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 - STUDENT SERVICES DATA COMPLIANCE

Department: Pupil Services

Fair Labor Standards Act Status: Nonexempt (Hourly)

Reports to: Executive Director of Pupil Services

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 **OFFICE - STUDENT SERVICES DATA COMPLIANCE** role ensures district-wide adherence to special education data management and reporting requirements. Responsibilities include maintaining compliance records, generating reports, managing software systems, and providing departmental personnel with support in understanding regulatory updates. This position integrates data-driven tools to inform staffing projections and departmental needs, while offering instruction and technical support for compliance-related policies.

Minimum Qualifications

- High school diploma or equivalent required (additional office and software training preferred).
- Experience in administrative support, records management, and compliance reporting.
- Technical proficiency in database management and specialized software.
- Knowledge of state and federal education laws related to special education compliance.
- Valid driver's license.

Key Responsibilities

Data Management and Compliance Reporting:

- Developing and maintaining department reports and spreadsheets that aggregate data from multiple sources for analysis and decision-making.
- Generate and analyze compliance reports, integrating findings into staffing projections, caseload management, and department planning.
- Maintain, update, and audit student and employee records databases to ensure accuracy and compliance with special education laws.



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- Ensure compliance with state and federal reporting requirements, including tracking disabilities, services, and provider details.
- Maintain district and building special education compliance data and reports.
- Maintaining arrangements and contracts for Lakota students placed out of the district.
- Maintaining EMIS data for students in special education.

Technology and System Support:

- Diagnose software and program issues, providing help desk support to department personnel.
- Manage specialized software systems unique to the Special Services department, ensuring functionality and compliance.

Collaboration and Departmental Coordination:

- Train staff on compliance procedures and policy updates, ensuring understanding of state and federal regulations.
- Coordinate student information transfers between Central Office and individual school buildings.
- Provide instruction and support to department personnel regarding legal and procedural changes affecting special education compliance.
- Maintain strict confidentiality.
- Provide world class customer service.
- Verifying the timely submission of employee reports to ensure compliance and accuracy.

Administrative and Office Support:

- Oversee department communications, including correspondence with employees, parents, and external agencies.
- Maintain office inventory, supplies, and records management.
- Compile, update, and distribute department procedure manuals.
- Create and update standards handbooks.
- Process department mail and coordinate shipping logistics.
- Answer all emails in a timely manner.
- Complete all Safe Schools training in a timely manner.
- Take notes at department meetings and ensure timely documentation of decisions.
- Managing department inventory tags and equipment repairs.

Knowledge, Skills, and Abilities

Knowledge:

- Administrative and clerical procedures, including file management and document organization.



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- Special education compliance laws, including EMIS reporting and legal requirements.
- Budget management principles for financial planning and department needs forecasting.
- Student data management systems and database integration techniques.

Skills:

- Excellent communication skills, both verbal and written, for engaging with diverse stakeholders.
- Strong organizational abilities to manage compliance tasks, reporting schedules, and workflow improvements.
- Data analysis and problem-solving skills for tracking compliance requirements and making informed decisions.
- Ability to provide clear instruction and technical support to department personnel.

Abilities:

- High attention to detail, ensuring accuracy in data management and compliance reporting.
- Strong multi-tasking abilities, managing simultaneous projects and administrative functions.
- Ability to work independently while maintaining collaboration with department teams.
- Adaptability to changing policies, regulations, and compliance requirements.
- Ability to ensure strict student confidentiality while handling and processing sensitive records.

Working Conditions

- School/Office-based environment with frequent interaction with administrators, educators, and families, students.
- Ability to lift, push, or pull up to 20 lbs.
- Occasional bending, lifting, twisting, and repetitive motion.
- 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 23rd, 2026.



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