



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 - HUMAN RESOURCES

Department: Human Resources – Non-Represented

Fair Labor Standards Act Status: Nonexempt (Hourly)

Reports to: Executive Director of Human Resources

Contract: 260 days

District Overview

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

Summary

The **SPECIALIST - HUMAN RESOURCES** serves as a consultant to various district locations on HR-related activities. This position supports the daily operations of the Human Resources Office by providing expertise in talent management, employee/labor relations, benefits/compensation administration, compliance, safety, and data reporting. The Specialist collaborates with administrators, employees, and other stakeholders to ensure data consistency, adherence to state and federal laws, and the effective use of HR systems.

Each specialist position may require technical skills and/or knowledge specific to the assignment.

Minimum Qualifications

- High School Diploma required.
- Bachelor's Degree in Human Resources, Business Administration, or related field preferred.
- Minimum 5 to 7 years of experience in the HR field, preferably in an educational or public sector environment.
- Strong working knowledge of state and federal employment laws, including EEOC, FMLA, and ADA compliance.
- Valid driver's license.
- Ongoing professional development in Human Resources preferred (e.g., PHR, SHRM-CP).

Key Responsibilities

HR Operations and Program Management:

- Support/Coordinate the day-to-day operations of the Human Resources Office/Department, ensuring timely resolution of HR inquiries from staff and administrators.



OFFICE of HUMAN RESOURCES

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

- Assist with recruitment, onboarding, and retention, including posting positions, screening candidates, and coordinating orientation sessions.
- Support management of employee leave management (e.g., FMLA), ensuring compliance with state and federal laws.
- Create and define report needs utilizing the district's report writing environment; maintain system tables, perform mass data updates, and run audit processes to ensure data consistency across HR systems.
- Provide support with state and federal reporting processes.
- Perform additional duties as assigned by the Human Resources Administration.

Record Keeping, Compliance, and Data Management:

- Audit records to ensure compliance with district, state, and federal employment laws and regulations.
- Maintain and update HR Information System (HRIS) records; compile and analyze data reports for informed decision-making.
- Process, verify, and maintain documentation relating to personnel activities.
- Manage the continuing contract process for all staff, including data entry for new hires, staff changes, and staff licensure renewal processes.
- Manage the EMIS (Education Management Information System) staff reporting by troubleshooting and correcting errors.
- Manage the LEA (Local Education Agency) horizontal advancement process to ensure timely and accurate processing of staff advancement opportunities.
- Oversee district postings, employee leaves, and provide basic managerial oversight for department secretaries.
- Answer all emails in a timely manner.
- Complete all Safe Schools training in a timely manner.
- Prepare the board agenda for verification and submission to appropriate personnel.
- Prepare data reports and audits for district leadership.

Staff Support and Training:

- Offer comprehensive support to system users across the district, including end-user training on current and new programs.
- Help develop and deliver training programs for employees on HR policies, systems, and best practices.
- Assist various locations and school buildings by consulting on organizational policies, procedures, and governmental regulations, and by preparing orientation documents for all newly hired employees.



OFFICE of HUMAN RESOURCES

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

- Collaborate with district leaders to identify and coordinate professional development opportunities.

Customer Service and Communication:

- Promote a positive, inclusive work environment by greeting staff and visitors courteously, responding to inquiries promptly, and building strong collaborative relationships.
- Provide world class customer service.
- Maintain strict confidentiality.
- Assist in the development of departmental goals, objectives, and processes.

Knowledge, Skills, and Abilities

Knowledge:

- Deep understanding of human resources principles and practices, including talent management, employee relations, and organizational design.
- Comprehensive knowledge of federal, state, and local employment laws, labor contracts, policies, and compliance requirements.
- Working knowledge of HR information systems (HRIS) and data reporting tools, including proficiency with the MS Office Suite (Word, Excel, Access, PowerPoint, Outlook) and relevant district software.
- Familiarity with data reporting, audit processes, and best practices in talent acquisition, benefits administration, and employee relations.

Skills:

- Strong organizational skills and attention to detail for managing complex data and multiple priorities.
- Excellent interpersonal and communication skills, both written and verbal, for effective collaboration with diverse stakeholders.
- Skilled in problem-solving, data analysis, and report generation within HR systems.
- Effective training, project management, and conflict management capabilities.

Abilities:

- Ability to analyze issues and promptly develop effective solutions in a dynamic environment.
- Capacity to maintain confidentiality and exercise discretion with sensitive information while upholding high ethical standards.



OFFICE of HUMAN RESOURCES

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

- Proven ability to build collaborative relationships with administrators, union representatives, and external partners.
- Adaptability to work cooperatively across various HR functions in a fast-paced environment.

Working Conditions

- Office environment with occasional travel to schools across the district.
- Ability to lift, push, or pull up to 20 lbs.
- Bending, lifting, twisting, and repetitive motion 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 23rd, 2026.