



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 MANAGER (K-9)

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 MANAGER (K-9)** is a pivotal support leader in school operations, ensuring organizational effectiveness, communication flow, and personnel coordination in a fast-paced educational environment. Responsible for managing administrative processes, overseeing building-level communication, supervising clerical staff, and supporting school leadership teams, the Office Manager balances routine duties with dynamic problem-solving. This position demands integrity, initiative, and a deep commitment to service, confidentiality, and stakeholder responsiveness.

Minimum Qualifications

- High school diploma or equivalent.
- Additional office, administrative, or clerical training preferred.
- Two (2) years' experience coordinating office staff and workflow preferred.
- Valid Driver's License.

Key Responsibilities (Responsibilities may vary by building)

Office Operations & Staff Coordination

- Coordinate office workflow and delegate tasks to clerical staff.
- Cover front desk duties and manage substitute staff daily.
- Serve as liaison between principal and school community.
- Facilitate regular meetings with office team to maintain efficiency.
- Maintain confidentiality and professionalism across all duties.
- Train and lead volunteers and office support teams.
- Maintain administrative and building calendars



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- Manage office supplies and ensure organizational readiness.
- Troubleshoot office and transportation-related issues.
- Operate and maintain all office equipment and support facilities.

Leadership Support & Communications

- Participate in school and improvement team meetings.
- Draft, proofread, and distribute internal and external correspondence.
- Create newsletters, agendas, memos, event flyers, and meeting minutes.
- Manage building web content and social media outreach to meet the WCAG 2.1 Level AA standard.
- Answer all emails in a timely manner.
- Maintain strict confidentiality.
- Complete all Safe School training in a timely manner.
- Provide professional and welcoming customer service.
- Maintain FERPA list and communicate to other employees
- Coordinate parent email systems and emergency communication plans.
- Assist with new employee interview scheduling process
- Schedule meetings and prepare materials for leadership events.

Building-Level Administration & Planning

- Assist with orientation, open house, award ceremonies, and graduation logistics.
- Compile student and staff data for planning and reporting.
- Maintain faculty and emergency contact databases.
- Oversee textbook inventory, locker assignments, and student ID systems.
- Process work permits
- Coordinate records retention and disposal process
- Update building crisis and safety plans.
- Serve as an emergency contact during crisis situations.

Financial Management & Budget Coordination

- Manage payroll and timesheets for certified and support staff.
- Oversee staff absences, leave tracking, and HR documentation.
- Oversee building fundraising
- Process school-level requisitions, purchase orders, and reimbursements.
- Monitor department and grant budgets, student fees, and stipends.
- Coordinate donations, fundraising deposits, and bank transactions.



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- Prepare financial documentation for board and central office review.

Academic & Data Responsibilities

- Support scheduling processes and track student attendance.
- Maintain senior student databases and legal name documentation.
- Verify student diploma details, academic honors, and transcripts.
- Assist with EMIS reporting, including Highly Qualified Teacher status.
- Calibrate, update, and maintain bell system
- Help with proficiency testing and academic support tracking.

Knowledge, Skills, and Abilities

Knowledge

- Office management systems, procedures, and records.
- School scheduling cycles and academic documentation requirements.
- EMIS and school financial reporting protocols.
- Principles of customer service and conflict resolution.
- Basic accounting practices and banking processes.
- Emergency procedures, building security operations, and HR guidelines.

Skills

Technical Skills

- Document creation, proofreading, and formatting.
- Use of communication tools (phones, intercoms, walkie-talkies, email platforms).
- Data entry, spreadsheet management, and payroll systems (e.g., SWOCA, USPS).
- Calendar integration and web content updates.
- Operating copiers, scanners, security systems, and software platforms.

Communication Skills

- Professional verbal and written interaction with diverse stakeholders.
- High responsiveness in conflict resolution and interpersonal engagement.
- Effective coordination of school-wide communication channels.

Organizational Skills



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- Task prioritization in unstructured environments.
- Scheduling, event logistics, and volunteer coordination.
- Budget tracking, requisition processing, and records accuracy
- Maintaining inventory, fee documentation, and confidential files.

Abilities

Interpersonal Abilities

- Dependability, integrity, and cooperation under pressure.
- Concern for others and sensitivity to diverse needs.
- Leadership in problem-solving without administrative intervention.
- Ability to work independently and with minimal supervision.

Cognitive & Emotional Abilities

- Attention to detail and accuracy in multi-tasking.
- Stress tolerance and self-control in high-stakes situations.
- Adaptability to changing workflows and priorities.
- Initiative in identifying and solving emerging issues.
- Achievement orientation and proactive effort toward task mastery.

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.



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Lakota Local School District is an Equal Opportunity Employer

Board Approved: March 23rd, 2026.