

SCHOOL DISTRICT OF ESCAMBIA COUNTY

JOB DESCRIPTION

DIRECTOR II – RISK MANAGEMENT

QUALIFICATIONS:

- (1) Master's Degree from an accredited educational institution or ARM designation.
- (2) Successful work experience in field of insurance.
- (3) Minimum of seven (7) years experience in a supervisory capacity.
- (4) Qualifications may vary from the above requirements to such a degree as the Superintendent and Board determine is necessary and appropriate to ensure properly qualified personnel in each specialized assignment.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of the multitude of insurance programs, including property, Workmen's Compensation, accident, health and life, fleet liability, School Board liability, student accident and others. Basic understanding of the laws pertaining to insurance areas. Ability to communicate effectively, both orally and in writing.

REPORTS TO:

Assistant Superintendent – Human Resource Services

JOB GOAL

To establish, to the extent reasonably possible, an exposure-free workplace in which personnel, students and members of the public can enjoy safety and security in the course of their daily pursuits.

SUPERVISES:

Risk Management Department Professional and Clerical Staff

PERFORMANCE RESPONSIBILITIES:

Service Delivery

- * (1) Provide authorization of payment, when required, publish notice of settlement of claims, expenses and attorneys' fees.
- * (2) Develop investigative procedures when a claim is filed to determine liability and appropriate reserves of liability exposure.
- * (3) Coordinate the procurement of all insurance for the School Board.
- * (4) Determine which insurance will be purchased from what source if determined to be in the best interests of the School Board.
- * (5) Develop an all-inclusive Risk Management Program to ensure the assets of the School Board and the health and safety of students and employees are protected.
- * (6) Establish guidelines for the use of privately-owned vehicles used for school business.

DIRECTOR II – RISK MANAGEMENT (Continued)

- * (7) Coordinate the bonding of any officer or employee who handles money in any manner in accordance with law.
- * (8) Coordinate the self-insured loss program which occurs with predictable frequency and will not have a significant impact on the School Board's fiscal position.
- * (9) Coordinate the insurance of all School Board buildings and equipment against fire loss.
- *(10) Determine that all District school buses have liability coverage under the Risk Management Program Trust or by private insurance.
- *(11) Coordinate and operate Emergency Operations with the District and local authorities when activated due to a state of emergency.

Inter / Intra-Agency Communication and Delivery

- *(12) Assist with the collective bargaining process as related to employee benefits and Worker's Compensation.
- *(13) Coordinate the School Resource Officer Program with individual schools.
- *(14) Coordinate the School Crossing Guard Program with individual schools.
- *(15) Interface with federal and state regulations concerning issues and changes in insurance requirements.
- *(16) Interface with District-level, school-level and support personnel in insurance and liability issues.
- *(17) Meet with all bargaining unit representatives as required.
- *(18) Consult with doctors, lawyers and law enforcement officers in the development and investigation of claims and other required related matters.

Professional Growth and Improvement

- *(19) Attend state and local conferences to keep abreast of changing laws and insurance coverage.
- *(20) Keep well informed about current trends and best practices in the insurance and legal fields.
- *(21) Promote and support professional development of self and others.
- *(22) Maintain peer contacts with other agencies and school districts for dissemination of information.
- *(23) Set high standards for self and others.
- *(24) Coordinate training sessions with District staff and School Board personnel concerning issues of importance.

Systemic Functions

- *(25) Prepare reports and coordinate record keeping to meet requirements of the School Board, the state and auditors.
- *(26) Maintain good public relations with outside agencies, companies and the general public.
- *(27) Respond to inquiries in a timely and courteous manner.
- *(28) Provide relevant information and data to others in a timely manner.
- *(29) Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment action.
- *(30) Develop and implement an investigative process and reporting system to use in daily or weekly inquiries.
- (31) Perform other incidental tasks consistent with the goals and objectives of this position.

Leadership and Strategic Orientation

- *(32) Assist in the preparation of School Board agenda items.
- *(33) Provide leadership and guidance in the development of annual goals and objectives for assigned department.
- *(34) Utilize appropriate strategies and problem-solving tools to make decisions in areas of responsibility.
- *(35) Exercise proactive leadership in promoting vision and mission of the District.
- *(36) Facilitate problem solving by individuals or groups.

PHYSICAL REQUIREMENTS:

DIRECTOR II – RISK MANAGEMENT (Continued)

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District’s approved compensation plan.
Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board’s policy on evaluation of personnel.

Job Description Supplement No. 11

*Essential Performance Responsibilities

ADMINISTRATIVE SALARY SCHEDULE – PAY GRADE 6

Date of Board Approval: October 21, 2001

Date of Revision: October 22, 2002