

**DIRECTOR OF RISK MANAGEMENT AND SAFETY**

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<b>TITLE:</b>	Director of Risk Management and Safety
<b>REPORTS TO:</b>	COO
<b>SUPERVISES:</b>	Supervisor of Safety, Health and Environmental Programs, Secretary of Risk Management and Safety
<b>JOB FUNCTION:</b>	Oversees risk management and safety programs including loss control and safety and health compliance. Directs the district's insurance program in the area of property, liability, workers' compensation, and special programs to include voluntary and student accident insurance.

**PERFORMANCE RESPONSIBILITIES:**

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1. Develops, recommends, and implements plans, policies, and programs for district risk management activities to protect the human, physical, and financial assets of the district.
2. Reviews and analyzes district loss exposures, claims, and insurance needs and makes recommendations for treatment techniques to include insurance coverage.
3. Makes safety recommendations and develops and implements safety programs. Assesses training needs and ensures that training and professional development activities are provided to meet Occupational Safety and Health requirements.
4. Serves as liaison with municipal and state code enforcement personnel for compliance with fire, life, safety, and other regulatory codes.
5. Prepares specifications for all insurance coverage and evaluates bids, makes purchases, and recommendations as appropriate. Serves as point of contact for claims. Issues certificates of insurance in support of school activities.
6. Coordinates the district's workers' compensation program including all records, cases, files, and claims follow-up for light duty or early return to work.
7. Prepares and manages annual budget for Risk Management and Safety Division.

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8. Provides technical assistance and consults with school principals, administrators, parents, and staff to establish or revise operational policies and resolve problems involving risk management and safety and health issues.
9. Reviews and analyzes changes and proposed changes in laws that impact the risk management function of the district. Makes recommendations as needed. Represents the district in quasi-judicial hearings and/or litigation.
10. Maintains regular attendance.
11. Performs other duties as assigned.

**PHYSICAL DEMANDS:**

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- Work is performed while standing, sitting and/or walking
- Requires the ability to communicate effectively using speech, vision and hearing
- Requires the use of hands for simple grasping and fine manipulations
- Requires bending, squatting, crawling, climbing, reaching
- Requires the ability to lift, carry, push or pull light weights

**KNOWLEDGE AND ABILITIES:**

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**KNOWLEDGE OF:**

1. Risk management principles, procedures, and techniques.
2. Local, state, and federal laws, rules, and regulations related to safety and health.
3. Workers' compensation laws and procedures.
4. Loss control techniques.
5. Budget preparation and control.
6. District organization, operations, policies and objectives.
7. Record-keeping techniques.
8. Principles and practices of supervision and training.
9. Inventor methods and practices.
10. Oral and written communication skills.
11. Interpersonal skills using tact, patience, and courtesy.
12. Principles of leadership, management, and supervision.

**ABILITY TO:**

1. Understand and accurately interpret laws, rules, regulations, and other guidelines relating to risk management and safety and health.
2. Analyze complex problems and develop effective and efficient solutions and alternatives.

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3. Collect, investigate, and analyze data and prepare clear and concise reports.
4. Plan, coordinate, and manage a large district-wide program.
5. Communicate and deal effectively with parents, attorneys, physicians, employees, members of the public, insurance carriers, and others.
6. Anticipate events and outcomes; develop strategies and work plans; execute appropriate actions.
7. Plan and supervise Division goals and objectives.
8. Train others to execute responsibilities and tasks necessary for a successful risk management program.
9. Schedule, supervise, and evaluate staff.
10. Meet schedules and time lines.
11. Establish and maintain cooperative and effective working relationships with a diverse group of employees, administrative staff, professionals, parents, and community members.
12. Operate a computer with a high degree of competence.
13. Maintain records and prepare reports.
14. Demonstrate excellent communication skills, both orally and in writing.
15. Work independently with little direction.

**EDUCATION AND EXPERIENCE:**

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- Bachelor’s Degree in Business Administration, Public Administration, Insurance, Safety and Health, or related field
- Minimum three (3) years successful administrative/managerial experience
- Minimum of five (5) years experience in the field of Risk Management, Insurance, or Safety and Health

<i>Original Date:</i>	<u>May 1995</u>
<i>Revision Date:</i>	<u>July 2012</u>
<i>Revision Date:</i>	_____
<i>Revision Date:</i>	_____