
INTEROFFICE MEMORANDUM

TO: BOARD MEMBERS
TIM WYROSDICK, SUPERINTENDENT

FROM: DON LEWIS LYNN, JR.
ASST. SUPT./HUMAN RESOURCES

SUBJECT: JOB DESCRIPTIONS – REVISED

DATE: 12/02/14

We are requesting approval of the attached revised job descriptions:

1. Assistant Superintendent, Human Resource Services
2. Coordinator of Risk Management and Benefits

If you have any questions concerning these changes, please call me at 983-5030.

**School District of Santa Rosa County
Job Description**

Assistant Superintendent, Human Resource Services

Reports to: Superintendent of Schools	FLSA Status: Exempt
Department: Human Resource Services	Prepared by: Human Resources
Date: March 13 <u>December 11</u> , 2014	Job Code: 11030

Principal Duties and Responsibilities (Essential Functions):

- Assist in the development and management of the District staffing plan, and wage and salary development.
- Coordinate the teacher certification process.
- Coordinate administrative the staff development and H.R.M.D. the School Principal Preparation Program process in the District.
- Provide advice to the Superintendent as to the personnel status of the school system and the wide use of personnel resources.
- Coordinate and manage the function of personnel services for the School District including recruitment, employment, reappointment, performance appraisal, contracts, counseling, personnel research, unemployment compensation and retirement status.
- Assist in the preparation of the School Board meeting agenda, preparing divisional related action items of routine and priority nature, as well as timely reports.
- Supervise the evaluation process of all personnel within the division of personnel services as well as overall supervision of the evaluation of all personnel within the school system.
- Coordinate and manage the process of selection of central staff and school administrative personnel.
- Assist the Superintendent in organizational analysis and development.
- Coordinate and manage the development and implementation of personnel policies and procedures.
- Plan, direct and monitor the application and employment process of certificated and classified employees.
- Conduct, with assistance, a District orientation program for new employees.
- Conduct employee adjustment counseling when desired or required.
- Prepare personnel reports and coordinate record keeping to meet requirements of the school system and agency programs required of the school system.
- Serve as advisor to supervisory personnel in the resolution of personnel problems in their area of responsibility.
- Direct and monitor the processing of leave requests in accordance with law, regulation and School Board policy. Coordinate the development of job descriptions and evaluation systems.
- Direct and monitor, in accordance with agency requirements, programs in unemployment compensation.
- Conduct employment interviews for teaching personnel when required, exit interviews for retiring personnel and other conferences related to the personnel function.
- Prepare and administer the division budget.
- Prepare policy drafts, rules and procedures for the Superintendent for Board approval.
- Serve as a member of the Superintendent's Leadership Team.
- Oversee the District's risk management program.
- Work with third party administrator to develop District's risk management insurance package.
- Perform other incidental tasks consistent with the goals and objectives of this position.
- Coordinate reception office responsibilities for District Canal Street offices.

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- [Supervise substitute system and facilitate management of the substitution process.](#)

Supervision Received:

Superintendent of Schools

Supervision Exercised:

Personnel Department Staff and other interface activities as assigned [including employee evaluations and Risk Management](#)

Minimum Qualifications & Skills Required:

1. Master's Degree or higher from an accredited institution.
2. Currently hold or eligible for Florida teaching certificate with certification in administration and supervision, educational leadership, or school principal.
3. Minimum of ten years' experience in public school education, five of which must have been in administration and/or supervision.

Preferred:

Experience as a School Principal

Physical Demands:

Exerting up to 20 lbs. of force occasionally and/or up to 10 lbs. of force as needed to move objects. While performing the responsibilities of the job, the employee is required to talk and hear. The employee is often required to sit and use their hands and fingers, to handle or feel. The employee is required to stand, walk, reach with arms and hands, climb or balance, and to stoop, kneel, crouch or crawl. Vision abilities required by this job include close vision.

Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Terms of Employment:

Approved Administrative Compensation Plan

12 Months

8.0 Hours Per Day

Conclusion:

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this job. However, this job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, and responsibilities or working conditions associated with the position.

**School District of Santa Rosa County
Job Description**

Coordinator of Risk Management and Benefits

Reports to: Assistant Superintendent, Human Resources	FLSA Status: Exempt
Department: Human Resources	Prepared by: Human Resources
Date: June 10 December 11, 2014	Job Code: 11030
Position #: 51250	Range: 26

Principal Duties and Responsibilities (Essential Functions):

Essential functions are fundamental job duties. They do not include marginal tasks which are also performed but are incidental to the primary functions. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position, nor does every position allocated to the class necessarily perform every duty listed. Personal characteristics required of all employees such as honesty, industry, sobriety and the ability to get along with others, are presumed qualities and may not be listed specifically.

- Manage the district's Risk Management program to ensure the assets of the School Board and the health and safety of students and employees are protected;
- Coordinate and administer all School Board insurance programs including property, casualty, automobile, worker's compensation, liability, equipment breakdown, crime/fidelity, facility use, student accident, flood, pollution, cyber risk, professional liability, etc.;
- Prepare, initiate and evaluate insurance bids and proposals as needed;
- Recommend necessary changes to district insurance programs;
- Provide annual survey information to broker for insurance renewals that includes property valuation (building, contents, property in the open), automobile inventory, payroll, employee count, student count, etc.;
- Manage the worker's compensation process;
- Perform periodic review of losses and recommend steps for risk reduction intervention;
- Manage insurance claims for the school district;
- Maintain district Safety and Health Policy and Plan.
- Responsible for efficient operation and monitoring of the district's on-line safety, health, environmental and HR training system;
- Ensure that an annual fire, casualty and sanitation safety inspections are completed at each school district facility;
- Monitor school sites to ensure drills such as fire/evacuation, severe weather, lock-down, shelter in place and AED are conducted per compliance guidelines;
- Monitor school sites to ensure the site safety committee is active and functional;
- Serve as the operator representative and actively participate in the P & C insurance consortium the school district is a member of;
- Administer School Board group insurance and benefit programs including health, dental, vision, life, long term disability, Flexible Spending Accounts and Health Savings Accounts;
- Administer voluntary individual insurance products such as disability, life, cancer, long term care and supplemental medical;
- Manage the annual benefit open enrollment process including preparation/dissemination of communication materials, conducting employee group benefit meetings and management of the on-line enrollment system;
- Manage insurance benefit enrollments for new hires, employee terminations and mid-year changes resulting from qualifying events;
- Coordinate insurance premium deductions with Payroll Department;

- Administer the School Board's 403(b)/457 programs and ensure compliance with federal guidelines;
- Manage the process for private individuals and/or community groups requesting use of School Board facilities;
- Administer the school district's Drug Free Workplace program;
- Coordinate and facilitate employee/staff wellness initiatives including district wide wellness programs, annual bio-metric screenings, personal health assessments, etc.;
- Provide direction and support to the site Wellness Coordinators;
- Prepare and disseminate monthly wellness communications;
- Conference with appropriate legal representatives and attend conferences, mediations and legal proceedings relating to insurance claims as needed;
- Responsible for preparation of annual department budget;
- Serve as coordinator and facilitator of the District Joint Insurance Committee;
- Serve as chairperson for the District Safety and Accident Review Committee;
- Serve as a member of the School Health Advisory Council;
- Prepare or supervise the preparation of required reports related to insurance such as claims, accidents, injuries, monies paid or received from or to insurance companies, individuals, loss funds, etc. and ensure records are properly stored and maintained;
- Keep abreast of local, state and federal laws relative to insurance/benefits and ensure compliance;
- Perform other related duties as required or assigned.

Supervision Received:

Assistant Superintendent, Human Resources

Supervision Exercised:

Risk Management Department staff and other interface activities as assigned

Minimum Qualifications & Skills Required:

1. Bachelor Degree from an approved accredited educational institution with Business Administration/Management or related field.
2. Minimum two years of experience in the administration of risk management and/or employee benefits.

OR

3. Master's Degree in Educational Leadership with a minimum of four years' experience in school administration.

Preferred:

- Five years of experience in the administration of risk management and/or employee benefits.
- Certified Risk Managers Program (CRM) or Certified School Risk Managers Program (CRSM).

Physical Demands:

Operate data entry equipment; sit for extended periods. Exerting up to 20 lbs. of force occasionally and/or up to 10 lbs. of force as needed to move objects. While performing the responsibilities of the job, the employee is required to talk and hear. The employee is often required to sit and use their hands and fingers, to handle or feel. The employee is required to stand, walk, reach with arms and hands, climb or balance, and to stoop, kneel, crouch or crawl. Vision abilities required by this job include close vision. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Terms of Employment:

Approved Compensation Plan

Educational Support Salary Schedule

Conclusion:

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this job. However, this job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, and responsibilities or working conditions associated with the position.