

Santa Rosa County District Schools

**Job Description**

**~~Coordinator of Risk Management and Benefits~~  
Director of Risk Management**

Reports To: Assistant Superintendent, Human Resources

FLSA Status: Exempt

Department: Human Resources

Prepared by: Human Resources

Date: ~~December 11, 2014~~ August 19, 2021

Job Code: 51250

~~Range 26~~

**Preface:**

- This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work to be performed. This job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, responsibilities, or working conditions associated with this position.
- There are marginal tasks employees are required to perform that are incidental to the primary duties and responsibilities.
- Positive personal characteristics required of all employees such as honesty, integrity, sobriety, and communication skills are presumed qualities.

**Primary Duties and Responsibilities:**

- 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;~~ Manage all operations of the self-funded health insurance plan including oversight of annual renewals, monthly experience activity, claims billing, communication with broker/agent company personnel, and all finance and operational processes related to the self-funded plan management
- 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

## Santa Rosa County District Schools

- 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 including communications with finance
- ~~Coordinate insurance premium deductions with Payroll Department~~
- Administer the School Board's 403(b)/457 programs and ensure compliance with federal guidelines
- Manage the **insurance certificate** 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, lossfunds, 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:

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

OR

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

## Santa Rosa County District Schools

### **Preferred Qualifications & Skills:**

- 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~~

Administrative Salary Schedule

### **Job Benefits:**

- Pension or Investment Plan provided by the Florida Retirement System (FRS)
- Personal and family health care plans available include medical, dental and vision
- Paid sick leave and optional personal leave
- Generous paid holidays