

## **ASSOCIATE DIRECTOR OF RISK MANAGEMENT AND SCHOOL SAFETY**

### **Position Summary**

The Associate Director of Risk Management manages the district's risk management and school safety initiatives. The position collaborates with the department director in managing insurance and safety issues that may expose the District to litigation. This position includes overseeing the district risk intervention programs; including but not limited to, behavioral safety assessment program, suicide intervention, problematic sexual behavior, and substance use/misuse. The Associate Director operates with autonomy in close consultation with the Director of Risk Management and School Safety, aligning decisions with all applicable local, state, and federal laws and regulations, as well as district policies and collective bargaining agreements. The Associate Director of Risk Management and School Safety assists the Director of Risk Management and School Safety in administering and directing operational, support, safety and risk activities, and programs for all schools and non-school sites.

### **Supervisory Relationship**

The Risk Management and School Safety Administrator reports to the Director of Risk Management and School Safety. This position supervises classified and professional staff.

### **Essential Functions**

- Ensures that all intervention programs reflect the essential elements of intervention: coherence, consistency, efficiency, fiscal responsibility, and accountability.
- Directs the development of appropriate professional development, research-based strategies, and materials to support diverse student needs to improve academic achievement for all at-risk students including English learners, standard English learners, and all other students.
- Provides support to schools to review and implement intervention models that are used to meet the needs of students in extended learning opportunities and intervention programs.
- Provides leadership in the development, implementation, operation, evaluation, and monitoring of district risk management and school safety operations projects and programs.
- Collaborates with the Director of Risk Management and School Safety to provide guidance and maintain communications to coordinate compliance and share important information regarding the functions of district operations.

- Investigates and provides recommendations on high level incidents that are also sensitive in nature to the Director of Risk Management and School Safety.
- Manages the district community level two multi-disciplinary team and investigates and provides recommendations to building administrators to better support student's wellbeing.
- Coordinates with district administrators and staff to plan and complete various interventions, initiatives, programs, tasks, requests, etc., managed by the office in the following areas: Risk Management, School Safety, Child Abuse and Neglect, Incident System Tracking.

### Risk Management

- Conducts assessments, which involves analyzing risks as well as identifying, describing and estimating the risks affecting the district.
- Assists the Director of Risk Management and School Safety in preparing insurance bid specifications for the purpose of obtaining premium fees and updates on an ongoing basis.
- Assists in the review and evaluation of insurance policies.
- Makes recommendations regarding the adjusting and settlement of liability and property claims.
- Works with the insurance of record to protect district assets, obtain certificates of insurance and ensures appropriate district insurance coverage, responsibility, compensability and if there is subrogation or safety issues for each claim.
- Provides support, education and training to staff to build risk awareness within the District.
- Collaborates with the Director of Risk Management and School Safety to investigate property damage claims and losses, submits reports to the third-party claims administration and assists in property claims management. Evaluates insurance coverages; identifies exposures and assesses liability through evaluation of claim loss statistics and trends. Provides each department with loss statements for worker's compensation, general liability and auto losses.
- Communicates to directors and administrators what risk issues are and be able to provide them with a plan to minimize risk.
- Assists the Director of Risk Management and School Safety in managing all aspects of the district's Worker's Compensation program which includes investigations, inspections, policy coverage, claims, return to work, light duty and preferred workers program.
- Collaborates with the district facilities department to ensure district implementation of all federal, state and local compliance programs and. Examples include Injury and Illness Prevention Program, Hazard Communication Program, Bloodborne Pathogens Exposure Control Program.

### Behavioral Safety Assessment

- Ensures that all intervention programs reflect the essential elements of intervention: coherence, consistency, efficiency, fiscal responsibility, and accountability.
- Collaborates in the development of appropriate professional development, research-based strategies, and materials to support diverse student needs to improve academic achievement for all at-risk students including English learners, standard English learners, and all other students.
- Conducts investigations and provides recommendations on high level incidents that are also sensitive in nature to the Director of Risk Management and School Safety.
- Assists in providing support to schools to review and implement intervention models that are used to meet the needs of students in extended learning opportunities and intervention programs.
- Manages the district community level two multi-disciplinary team and investigates and provides recommendations to building administrators to better support student's wellbeing.
- Coordinates with district administrators and staff to plan and complete various interventions, initiatives, programs, tasks, requests, etc., managed by the office in the following areas: Risk Management, School Safety, Child Abuse and Neglect, Incident System Tracking.
- Provides training and consultation to building behavioral safety assessment teams regarding threats, violence, and management of situations and students of concern.
- Facilitates multi-agency Student Behavioral Safety Assessment Teams.
- Coordinates Student Behavioral Safety Assessment Team responses throughout the district.
- Conducts behavioral safety assessments with the Behavioral Safety Assessment Team for the purpose of preparing a written summary of findings for Level 2 Threats and recommendations and assisting with action steps and follow-up.
- Assists schools with threat management, safety planning, intervention, and resource development.
- Provides behavioral safety assessment and management process information for the purpose of educating staff, parents, students, and community members.
- Facilitates cross-school district and multi-agency communication with key staff groups.
- Reviews the Threat Assessment Program annually for the purpose of analyzing effective utilization of existing resources and recommends changes for the purpose of ensuring effective outcomes.
- Develops positive relationships with school district staff members, safety personnel, other intervention specialists, community members, etc., for the purpose of gathering and conveying information.
- Prepares a variety of written materials for the purpose of documenting activities, providing references, and conveying information.
- Assists other personnel as may be required for the purpose of ensuring an efficient and effective team.
- Coordinate ongoing training for site-based student risk assessment teams (level one teams) and community-based risk assessment teams (level two teams).

- Lead 4J Level 2 multidisciplinary team and sit on the Lane County Level 2 multidisciplinary behavioral safety assessment team
- Develop a system to mitigate workplace violence and stay up to date on workplace violence prevention standards.
- Develops a multidisciplinary threat assessment team for adult workplace violence.
- Develops and implements training programs and procedures in the areas of safety and environmental quality.

### Suicide Risk Intervention

- Collaborate with Prevention Services to maintain and update as needed a comprehensive suicide prevention plan.
- Communicate with Prevention Services on risks to inform direction of student instruction.
- Provides training and consultation to school counselors, school psychologists, school nurses, school athletic trainers, and school administrators regarding suicide risk, self-harm, and management of risk situations and students of concern.
- Stay updated on best practices in the field for student and staff intervention processes and procedures.
- Manage screening intervention response including: processes, procedures, documentation, and compliance.

### **Required Knowledge, Skills and Abilities**

- Strong critical thinking and problem solving skills.
- Ability to maintain confidentiality in all aspects of the job.
- Ability to manage multiple tasks with frequent interruptions.
- Ability to manage multiple priorities.
- Ability to diffuse and manage volatile and stressful situations.
- Ability to promote and follow District policies.
- Ability to work effectively and cooperatively with all people including those from diverse ethnic and educational backgrounds.
- Ability to conduct research, collect and analyze data and prepare written and oral reports.
- Ability to communicate effectively, both verbally and in writing.
- Ability to interpret, analyze and present information from various regulatory agencies in an appropriate form geared towards targeted audience.
- Strong planning and organizational skills.
- Demonstrated decision-making skills
- Ability to adapt to changing and stressful situations.

### **Minimum Qualifications**

#### Education

- Bachelor's degree from an accredited college or university.

## Preferred Qualifications

- Certificates of Risk Management (CRM) preferred and/or an Associate Risk Manager (ARM) preferred, but not required. District will provide training and certification, as necessary.
- Certificates of Certified Threat Management (CTM) preferred, but not required. District will provide training and certification, as necessary.
- A Master's degree from an accredited college or university is preferred, but not required.

### Experience

Two years hands-on experience leading the work of a team in the following areas: group organization, communications, material preparation, task management, and financial analysis and management. Demonstrated experience supervising staff and leading strategic planning initiatives.

*An equivalent combination of training, education, and experience that provides the requisite skills, knowledge and abilities necessary to be successful in this position will also be considered.*

## Work Environment

Duties are performed in an office environment. Execution of responsibilities may lead to stress due to constricted timelines and deliverables. Completion of duties will require working beyond an 8-hour workday and some weekend work.

ADDITIONAL INFORMATION	
<b>Employee Unit</b>	4J MAPS Association
<b>Pay Grade</b>	Grade 13 (12 month)
<b>Developed By:</b>	Kari Skinner, Director of Risk Management and School Safety
<b>Revised and Approved By:</b>	
<b>Last revised</b>	December 16, 2022