

RISK MANAGEMENT SPECIALIST



Risk Management Department

Purpose:

This position will perform a variety of general-to-specialized activities within the Risk Management Department. Participate in identifying, evaluating and protecting personnel, property and financial assets of Beaverton School District. Assists in program development by performing a variety of administrative support activities requiring knowledge of department or District-wide functions, practices and procedures; promotes assigned program or District functions through preparation of informational materials; assists in the planning, implementation and evaluation of the program; and provides program information to District staff.

Reports to: Administrator for Risk Management

Nature and Scope:

Performs work of a varied nature in accordance with established policies practices and guidelines under general supervision.

Essential Job Functions:

1. Conducts oneself in the best interest of students, in accordance with the highest traditions of public education and in support of the District's mission.
2. Contributes to the planning, implementation, automation, monitoring, and ongoing evaluation of District-wide risk management, safety, and compliance programs.
3. Serves as the primary coordinator for field trips, including oversight and automation of documentation, approvals, and insurance compliance.
4. Manages certificates of insurance (COI) by reviewing, approving, tracking, and automating COI submissions to ensure compliance with District and policy standards.
5. Prepares and coordinates insurance renewal applications and related documentation.
6. Coordinates and responds to audit requests including preparation of records, data validation, follow-up documentation, and corrective action tracking.
7. Prepares and provides accurate and timely information, regarding the District to the media and other interested groups.
8. Reviews and approves purchase requisitions (PRs) related to assigned programs, insurance, safety, and risk management functions in accordance with District procedures.
9. Serves as a resource to parent and community groups, providing guidance and presentations related to insurance requirements, risk management practices, contracts, and District policies.
10. Manages and responds to student and staff accident reports, including documentation, system entry, claim coordination, and communication with appropriate internal and

external parties.

11. Reviews, administers, and coordinates contracts related to risk management, safety programs, and insurance-related services to ensure alignment with District policy and legal requirements.
12. Administers Annual Training such as Vector / Safe Schools by updating assigned courses, deploying required training, monitoring completion, and producing compliance and status reports.
13. Reviews facility requests when insurance documentation is not accepted, determining compliance and coordinating resolution with users and vendors.
14. Reviews and processes requests related to therapy animals, including therapy dogs, ensuring requests align with District policy, risk standards, and applicable regulations.
15. Tracks, documents, and coordinates follow-up for medication errors, ensuring appropriate reporting, communication, and system documentation in collaboration with relevant departments.
16. Prepares, maintains, and distributes Safety Committee meeting agendas and minutes, ensuring documentation accuracy and timely communication.
17. Maintains, reviews, and updates District policies and procedures related to risk management and safety, including uploading and maintaining records within systems such as Origami.
18. Monitors local, state, and national issues related to school safety, risk management, and insurance that may impact District programs, and communicates relevant information to appropriate stakeholders.
19. Prepares and provides accurate, timely information regarding District programs and risk management practices to District staff, administrators, external partners, and, when appropriate, the media.
20. Monitors local, state and national educational issues that affect the program or the District and keeps appropriate people informed.
21. Provides technical assistance and program guidance to District staff regarding insurance requirements, safety protocols, and risk management processes; assists staff in resolving program-related issues.

Other Job Functions:

22. Provides back-up support to other staff in case of absence or work overload.
23. Performs other related duties as assigned.
24. Complies with all procedures outlined in the *Code of Professional Conduct* and *Annual Notices for Education Practitioners, Teachers, Support Staff, Administrators, Substitutes Handbook*; and all other Beaverton School District Policies and Procedures.

The statements contained above reflect general details as necessary to describe the principal functions of this job but should not be considered an all-inclusive listing of work requirements. Individuals may at times perform other duties as assigned which could include work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload.

Knowledge, Skills and Abilities:

1. Knowledge of the principles, practices, and methods of program development and implementation.
2. Knowledge of effective methods and practices related to information development and dissemination.
3. Ability to communicate effectively with other employees and the general public using tact, courtesy and good judgment.
4. Ability to make presentations before community groups and school staff.
5. Ability to understand and execute oral and written instructions, policies and procedures.
6. Ability to prepare and develop effective information.
7. Ability to establish and maintain effective working relationships with other employees, representatives of the media and the general public.
8. Ability to physically perform assigned duties.

Education and Experience:

1. Possess a bachelor's degree.
2. One (1) year of experience in either a related field or K-12 operations.
3. In lieu of #1 and #2, must possess five (5) years equivalent combination of education and experience which would provide the applicant with the desired skills, knowledge and ability required to perform the job.

Working Conditions:

Work is primarily performed indoors. Some travel may be involved in the work.

Employee Calendar(s): 10 Month Classified

Bargaining Unit: OSEA

FLSA Status: Non-Exempt

Compensation: Tech 6

Date Approved:

Date Revised:

Beaverton School District does not discriminate in any programs or activities on any basis protected by law, including but not limited to, an individual's actual or perceived race, color, religion, sex, sexual orientation, gender identity, gender expression, national or ethnic origin, marital status, age, mental or physical disability, pregnancy, familial status, economic status, veteran status, or because of a perceived or actual association with any other persons within these protected classes.

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Physical Requirements

In an 8-hour workday, this job requires the following:

NA – Not Applicable

R – Rarely (less than .5 hours per day)

O – Occasionally (.5-2.5 hours per day)

F – Frequently (2.5-5.5 hours per day)

C – Continually (5.5-8 hours per day)

Physical Requirements	NA	R	O	F	C
Sitting				F	
Stationary Standing			O		
Walking: level surface			O		
Walking (uneven surface)			O		
Crawling		R			
Crouching (bend at knees)		R			
Stooping (bend at waist)			O		
Twisting (knees/waist/neck)			O		
Turn/pivot			O		
Climbing (stairs)				F	

Physical Requirements	NA	R	O	F	C
Climbing (ladder)			O		
Reaching overhead			O		
Reaching extension			O		
Repetitive use arms				F	
Repetitive use wrists				F	
Repetitive use hands grasping			O		
Repetitive use hands squeezing			O		
Fine manipulation				F	
Using foot control		R			
*Pushing/Pulling Max wt: 30 lbs.			O		
*Lifting/Carrying Max wt: 30 lbs.			O		

*Identify items typically moved: Office equipment

EMPLOYEE WORKPLACE EXPECTATIONS

- A. Maintain regular and punctual attendance.
- B. Follow site and/or District protocol for reporting absences.
- C. Follow all District policies, work procedures.
- D. Follow all reasonable requests/instructions by proper authority.
- E. Maintain the integrity of confidential information relating to students, staff, and District operations.
- F. Work independently in the performance of routine duties.
- G. Make sound decisions.
- H. Participate in required meetings and trainings related to the position.
- I. Maintain required licenses/certifications and successfully complete required trainings for the position.
- J. Utilize the District's electronic systems and applications related to the position.

- K. Dress in a professional and appropriate manner for the assignment and work setting.
- L. Demonstrate professionalism when working and communicating verbally and nonverbally with students, parents, and school personnel from diverse cultures and/or backgrounds.
- M. Cultivate and model a respectful working and learning environment.
- N. If employee is bilingual they may be required to interpret, translate documents, and/or communicate orally in the second language.
- O. Report to other work sites on a temporary basis to fill a significant need as determined by a District level administrator.

Note: The description contained herein reflects general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload. Employees who hold this position may be asked to perform duties of other positions at the same classification level.

BSD believes that every individual makes a significant contribution to our success. The administration reserves the right to modify, add or remove duties as necessary that still reflect the essential functions of the department. It is our expectation that every employee will offer their services wherever and whenever necessary to ensure the success of BSD's goals.

Beaverton School District recognizes the diversity and worth of all individuals and groups. It is the policy of this district and the board of education that there will be no discrimination or harassment of individuals or groups in any education programs, activities or employment. Beaverton School District provides equal access to individuals with disabilities.

EMPLOYEE STATEMENT:

"I have reviewed the above position description and understand its contents. I am aware that my position description may be revised or updated at any time and once notified of changes, I remain responsible for knowledge of its contents. I hereby certify that I possess the physical and mental ability to fulfill the essential functions of the above position with or without reasonable accommodation(s). If I require accommodation(s) in order to fulfill any or all of these functions, I agree to provide information to the District regarding the requested accommodation(s)."

Employee Name:

Employee Signature:

Date: