Adams 12 Five Star Schools

Job Description
Prepared/Updated**: July 2026**

Job Title:	**Director, Risk Management**	Job Code:	**4096**
Job Family:	**Non-Certified**	FLSA Status:	**Exempt - E**
Pay Program:	**Administrative**	Pay Range:	**L17**
Typical Work Year:	**12 months**		

SUMMARY: Direct the operations and activities of Risk Management, including risk and loss control, budget development, administration, planning and program management. Collaborate with various departments, brokers and claims personnel to identify exposures to loss and develop techniques to eliminate or minimize the impact of loss on the district's assets and operations. Plan, organize and coordinate the functions of Risk Management in alignment with the District's strategic plan. Formulate policies and procedures for and proactively direct the functions of the District's property and liability insurance programs, workers' compensation program, environmental safety issues/programs, facilities safety, vandalism and restitution programs.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Job Tasks Descriptions	Frequency	% of Time
1. Administer the district's workers' compensation (W/C) program by working with brokers, insurers, service providers, and district personnel on the design, implementation and monitoring of safety, loss prevention, and claims administration programs for the district. Monitor and review periodic claims and reports and provide trend analysis for all lines of insurance coverage. Coordinate information with the district's workers compensation physician. Ask for and make recommendations on cost control measures for individual claims as well as general procedures.	D	40%
2. Oversee claim handling processes, vandalism and restitution programs. Recommend and institute policies and procedures to minimize the district's future liability. Direct and manage the District's property, liability, and workers' compensation insurance programs, including the management of these claims. Monitor weather events to advise leadership about school impacts.	D/W	20%
3. Consult with all operational business units and assist them in documenting their business risks and corresponding mitigation strategies and control structures. Develop and maintain operational risk analysis, monitoring tools and reporting methods that provide levels of detail about risk exposures that are relevant to the duties and responsibilities of the risk management function and senior management. Provides the Superintendent and Cabinet with an annual Risk Management report to show trends, progress, and recommendations.	D	20%
4. Manage and administer the DOT drug and alcohol testing program and reasonable suspicion testing for all employees. **Act as the Designated Employer Representative (DER) for the district.**	W	5%
5. Develop, implement and manage student and worker safety programs. Monitor all student injury claims. Review all requests for overnight field trips. Make recommendations to the appropriate Executive Director of schools to approve, revise or deny requests. Review applications for school-sponsored and student-initiated and led clubs to ensure compliance with District Policy, state and federal law.	W/M	5%
6. Evaluate staff performance in accordance with District guidelines.	A	5%
7. Perform other duties as assigned.	Ongoing	5%

EDUCATION AND RELATED WORK EXPERIENCE:

- Bachelor's degree in business administration or similar field.
- Minimum of three (3) years of experience in insurance and worker/facility safety.
- Must take DER training within 6 months of entering position.
- Must successfully complete district training for supervision of Classified staff within one (1) year of entering position.

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire.
- Valid driver's license.
- Certified School Risk Management (CSRM) or Associates Risk Management (ARM) certification preferred.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Excellent interpersonal relations and written communication skills.
- Computer, spreadsheet and database skills.
- Knowledge of Colorado workers' compensation act, liability issues, errors and omissions and the Colorado Governmental Immunity Act.
- Basic knowledge of DOT drug and alcohol testing requirements.
- Basic knowledge of safety program implementation.
- Ability to promote and follow Board of Education policies, District policies, building and department procedures.
- Ability to communicate, interact and work effectively and cooperatively with all people including those from diverse ethnic and educational backgrounds. Willingness to contribute to cultural diversity for educational enrichment.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Computers and Microsoft Office applications.
- Familiarity with Risk Management Information Systems.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	JOB CODE
Reports to:	Chief Financial Officer	3076

	POSITION TITLE	# of EMPLOYEES	JOB CODE
Direct reports:	Insurance Coordinator – Workers' Compensation	1	1220
	Risk Management Specialist	1	1458

- Supervisory responsibilities include hiring, disciplining, terminating, directing work, assigning work, training and evaluating.

BUDGET AND/OR RESOURCE RESPONSIBILITY:

- Participate in coordinating the department budget and initiating requisitions.

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand			X	
Walk			X	
Sit		X		
Use hands and fingers to handle and/or feel		X		
Reach with hands and arms		X		
Climb or balance		X		
Stoop, kneel, crouch, or crawl		X		
Talk				X
Hear				X
Taste	X			
Smell		X		

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds			X	
Up to 25 pounds		X		
Up to 50 pounds	X			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
51 to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare			X	
Analyze				X
Communicate			X	
Copy	X			
Coordinate		X		
Instruct		X		
Compute			X	
Synthesize		X		
Evaluate			X	
Interpersonal Skills				X
Compile			X	
Negotiate	X			

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts		X		
Work in high, precarious places		X		
Fumes or airborne particles		X		
Toxic or caustic chemicals		X		
Outdoor weather conditions			X	
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock		X		
Work with explosives		X		
Risk of radiation		X		
Vibration		X		

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	X
Peripheral vision	X
Depth perception	X
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	