Poudre School District

HUMAN RESOURCES DEPARTMENT

JOB DESCRIPTION

Job Title:	**Risk Management Insurance and COI (Certificate of Insurance) Administrator**	FLSA Status:	**Non-Exempt**
Job Family:	**Classified – Support Services Administrative**	Pay Range:	**SS57H**
Prepared/Revised Date:	**December 1, 2025**	Job Code:	**33902**

SUMMARY: Responsible for managing the District's commercial insurance program, determining the types and limits of insurance to require of District vendors and contractors and ensuring the District receives a Certificate of Insurance meeting the requirement. Manage auto physical damage and property loss claims under the District's deductibles. Provide customer service to community members, parents, school, and department office managers and other employees regarding claims as well as school activities, including field trips. Role also focuses on loss control and safety by collaborating with operations staff to identify potential hazards and methods to mitigate or eliminate such hazards.

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. Frequency of duties, percent of time and work year may vary based on department or building assignment. This job description is not intended to be all inclusive and the employee will also perform other reasonably related duties as assigned by the supervisor.*

1. Provide insurance requirements for solicitations and contracts/agreements obtaining input from the director when needed. Manage the COI module in the District's RMIS, adding and removing requirements and risk profiles as needed. Maintain information in the COI tracking module and upload COIs for review. Contact vendors/providers if requirements are not provided during the review cycle. Review COI for facility use, follow up with CSC or community user regarding any deficiencies.
2. Manage auto physical damage and property claims under the District's deductibles and coordinate with the District's insurer on claims over the deductibles. Ensure claims are handled efficiently and fairly. Work with various departments and claimants to gather claim information. May involve reviewing police reports and other evidence, and interviewing claimants, witnesses, and other parties involved to evaluate claims. May assist the director with other claims including general liability and high dollar claims.
3. Collaborate with operations and other departments regarding results of third-party and in-house inspections of high-risk areas such as climbing walls, weight rooms, and tech ed areas and in developing appropriate action plans to reduce identified risks. Work with schools, departments, and community members to address areas of perceived/identified loss exposures; identify related issues, problem solve and assist in implementing solutions.

4. Manage the District's annual commercial insurance renewal process; gather and prepare underwriting data and complete insurance applications for director's final review and approval. Work with other departments to obtain required information. Maintain current and accurate files for all insurance binders and policy documents. Coordinate with insurance broker to track receipt of policies, binders, and endorsements.
5. Review student accidents submitted by schools in the Risk Management Information System (RMIS). Submit incidents that meet certain criteria to the insurance provider. Contact school or operations department as appropriate regarding safety issues that may need to be investigated or addressed.
6. Create and distribute field trip packets for each District-sponsored overnight field trip. Collect additional information as needed. Respond to employee questions regarding field trip policies and procedures.
7. Provide advice to schools and departments regarding special events and activities (e.g., prom, carnivals) based on District policies, regulations, and guidelines and general risk management practices. Direct employees to appropriate resources.
8. Respond to inquiries, concerns or complaints from staff, parents and/or community members. Provide information and assistance in a timely manner. Must be able to communicate difficult concepts, such as the Colorado Governmental Immunity Act, sometimes in tense situations.
9. Perform other duties as assigned.

EDUCATION AND RELATED WORK EXPERIENCE:

- Associates degree, two-year college certificate or equivalent in related field required; bachelor's degree preferred
- A minimum of three years of experience working in a risk management, insurance, or safety-related field, preferably in a school district environment
- Equivalent combination of education and experience

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire
- Certified School Risk Manager designation and/or Associate in Risk Management certification preferred

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TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Effective communication skills
- English language skills
- Interpersonal relations skills
- Math and accounting skills
- Customer service and public relations skills
- Critical thinking and problem-solving skills
- Organizational skills
- Ability to maintain confidentiality in all aspects of the job
- Ability to manage multiple priorities
- Ability to manage multiple tasks with frequent interruptions

- Ability to diffuse and manage volatile and stressful situations
- Ability to maintain honesty and integrity in all aspects of the job
- Ability and willingness to adhere to attendance requirements, including regular and punctual employee presence
- Ability to promote and follow Board of Education policies, District policies, administrative guidelines and building and department procedures
- Ability to communicate, interact and work effectively and cooperatively with people from diverse ethnic and educational backgrounds
- 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:

- Operating knowledge of and experience with personal computers and peripherals
- Strong skills in Microsoft including Word, Excel, PowerPoint, Outlook and in Adobe Acrobat. Experience with a RMIS or other information systems preferred but not required.
- of and experience with standard office equipment, such as telephones, copier, scanner, e-mail, etc.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	# of EMPLOYEES
Reports to:	Director of Records and Risk Management	
Direct reports:	This job has no direct supervisory responsibilities.	

- Responsible for assisting with interviewing, hiring and training employees; assisting with planning, assigning and directing work; assisting with appraising performance; assisting with rewarding, disciplining and terminating employees; and assisting with addressing complaints and resolving problems

STANDARD PHYSICAL DEMANDS & WORKING CONDITIONS: *Poudre School District is committed to the full inclusion of all qualified individuals. As part of this commitment, Poudre School District will ensure that qualified individuals with disabilities are provided reasonable accommodations. If reasonable accommodation is needed to participate in the job application or interview process, to perform essential job functions, and/or to receive other benefits and privileges of employment, please contact ada@psdschools.org.*

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 to finger, handle or feed		X		
Reach with hands and arms		X		

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
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			
Up 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			

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
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.	X
Close vision (clear vision at 20 inches or less)	
Distance vision (clear vision at 20 feet or more)	
Color vision (ability to identify and distinguish colors)	
Peripheral vision	
Depth perception	
Ability to adjust focus	

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