MANAGER of RISK MANAGEMENT

Business Services

Purpose:

Assures that the District is properly insured and safely managed to protect students, personnel, school property, and visitors to the District's various sites. Directing the operations of the District's insurance and risk management programs, the Manager oversees a variety of programs and activities related to general liability, safety, workers' compensation, risk management, property insurance, loss prevention, and disability management. With oversight over the District's self-insurance programs, the Manager manages safety, claims administration, hazard control and indoor air quality compliance.

Reports to:

Chief Financial Officer

Nature & Scope:

This position operates with substantial autonomy in alignment with all applicable local, state, and federal laws and regulations and District policies, and under broad supervision. The incumbent is required to exercise significant independent judgment and action, and independent decision-making is required in matters not having established rules, regulations or policies. The incumbent also supervises Risk Management and Loss Control staff.

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. Develops and implements a comprehensive risk management program for the District. Reviews and analyzes the District's current position for compliance with established codes, laws, and procedures related to general liability, safety, workers' compensation and disability management; advises on contract provisions pertaining to risk management; prepares and analyzes contracts, and makes required changes to bring the District to compliance and protect the resources of the District.
3. Recommends and places insurance coverage through a combination of policies, non-insurance risk transfers, extensions, deductibles, limits, insurance brokers and markets.
4. Designs and develops safety, industrial health, environmental protection, hazard control and loss prevention programs. Develops and implements training programs and procedures in the areas of safety and environmental quality and monitors compliance.
5. Assures District compliance with laws relating to safety, environmental protection and hazardous materials by coordinating all outside inspections and identifying and implementing solutions to minimize and/or eliminate safety dangers.

6. Conducts investigations to determine cause of violations and assures that corrective actions take place
7. Establishes the loss prevention program for the District. Conducts on-going inspections of potential loss sites and determines corrective action.
8. Develops, recommends, and administers self-insurance programs, including the determination of appropriate risk retention, the establishment of adequate reserves, the administration of claims and purchase of insurance.
9. Receives, makes determinations, and processes claims against the District; develops and coordinates District claims against others; Investigates claims and represents the District at court or related meetings.
10. Establishes and administers the Workers' Compensation program, including researching and recommending the selection of third-party administrators, vocational rehabilitation specialists and attorneys. Makes decisions regarding processing and settling of claims.
11. Maintains awareness of federal, state, local rules, regulations, and legislation affecting risk management.
12. Maintains awareness of the legal regulatory and competitive environment affecting the price and availability of insurance.
13. Participates in the development of disaster plans and guidelines for minimizing losses and injuries in an emergency.
14. Reviews major leases, contracts and District agents for potential liability and responsibilities that should be avoided or insured and for unacceptable contingency provisions that may need to be negotiated.
15. Maintains a five-year running record of all accidents and losses insured and uninsured including recoveries from others and reserves held by insurers. Evaluates historical loss frequency and severity along with loss trends.
16. Leads in the negotiation of property settlements in conjunction with executive administration, legal counsel, and insurance companies. Ensures required claim records are maintained and establishes procedures for tracking, reporting, and processing losses and claims.
17. Directs the District's disability management program; develops and implements the transitional work program and reasonable accommodation policies and procedures; reviews and analyzes tracking system for program participants for efficiency and effectiveness.
18. Maintains effective working relationships with other members of the Department as well as other school personnel and community members, including those from diverse cultures or backgrounds or those who speak limited or no English.
19. 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.

Required Qualifications:

1. Bachelor's degree from an accredited college or university.
2. Four (4) years' experience in a supervisory or leadership capacity.
3. In lieu of #1 and #2, must possess five (5) years equivalent combination of education and/or experience necessary to perform the job functions as determined by the CFO.
4. Must have demonstrated experience in work related to risk management.
5. Must possess excellent written and oral communication skills.

Working Conditions:

Work is primarily performed within an office building and frequently works outdoors in variable weather conditions including inclement weather.

During the workday the incumbent may need to climb stairs and ladders, sit, push, pull, bend, stoop, kneel, and reach. At times the incumbent will spend prolonged periods of time standing, walking, sitting, pushing, bending, stooping, and kneeling.

The work environment is often controlled and often quiet, but the work environment will also frequently include moderate to loud noise. The work environment includes exposure to fumes, cleaning solvents and vibration with some equipment. Other potential exposures and hazards include but are not limited to: Chemicals, toxins, dirt, playground/office equipment, furniture, communicable diseases, and power/hand-operated equipment and machinery.

Regular travel to the central office and all ancillary facilities will be required and occasional statewide travel. Attendance at meetings or activities outside of the normal workday will also be required, including frequent, prolonged, and irregular hours including evening and weekend time.

Employee Calendar: Admin & Confidential
Bargaining Unit: Non-represented
FLSA Status: Exempt
Date Approved: November 2015
Date Revised: October 14, 2026

Beaverton School District recognizes the diversity and worth of all individuals and groups. It is the policy of the Beaverton School District that there will be no discrimination or harassment of individuals or groups based on race, color, religion, gender, sexual orientation, gender identity, gender expression, national origin, marital status, age, veteran status, genetic information or disability in any educational programs, activities or employment.

Manager of Risk Management

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				X	
Stationary Standing			X		
Walking (level surface)			X		
Walking (uneven surface)		X			
Crawling	X				
Crouching (bend at knees)		X			
Stooping (bend at waist)		X			
Twisting (knees/waist/neck)		X			
Turn/pivot			X		
Climbing (stairs)			X		

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

*Identify items typically moved: Office equipment, training materials, and safety equipment.

EMPLOYEE WORKPLACE EXPECTATIONS

1. Maintain regular and punctual attendance.
2. Follow site and/or District protocol for reporting absences.
3. Follow all District policies, work procedures.
4. Follow all reasonable requests/instructions by proper authority.
5. Maintain the integrity of confidential information relating to students, staff, and District operations.
6. Work independently in the performance of routine duties.
7. Make sound decisions.
8. Participate in required meetings and trainings related to the position.

9. Maintain required licenses/certifications and successfully complete required trainings for the position.
10. Utilize the District's electronic systems and applications related to the position.
11. Dress in a professional and appropriate manner for the assignment and work setting.
12. Demonstrate professionalism when working and communicating verbally and nonverbally with students, parents, and school personnel from diverse cultures and/or backgrounds.
13. Cultivate and model a respectful working and learning environment.
14. If employee is bilingual they may be required to interpret, translate documents, and/or communicate orally in the second language.
15. 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: