

SCHOOL DISTRICT OF GADSDEN COUNTY
SERVICE DEFINITIONS AND DATA COLLECTION FORM

RISK MANAGEMENT COORDINATOR

1. SERVICE DELIVERY

- _____ 1. Analyze district claims, loss, and accident history and identify methods to eliminate or minimize risks or possible losses.
- _____ 2. Respond to reports and/or requests from district administrators or designees regarding any potential risk exposure.
- _____ 3. Serve as liaison between participating districts and third party administrators, legal counsel, and insurance carriers in coordinating all insurance matters.
- _____ 4. Act as liaison in the coordination of participating districts' insurance programs with representatives of various insurance carriers and other necessary parties.
- _____ 5. Coordinate with participating districts the development and implementation of a comprehensive and effective safety program.
- _____ 6. Assist the Business office in any bid process.
- _____ 7. Assist the Business office in renewal processes.
- _____ 8. Coordinate training necessary for the district.
- _____ 9. Plan Risk Management meetings.
- _____ 10. Attend mediation meetings.
- _____ 11. Inform and advise the Superintendent regarding risk management program issues in a timely manner.
- _____ 12. Assist in completion of any required reporting relevant to property casualty and group health programs.
- _____ 13. Manage program budgets and present monthly financial reports to the Superintendent/Board.
- _____ 14. Coordinate school risk management inspections for the district.

2. INTER/INTRA-AGENCY COMMUNICATION AND DELIVERY

- _____ 15. Maintain a close working relationship with all district services personnel to ensure information exchange, coordination of efforts to reduce duplication, support for the decision making process, and gather feedback concerning service to foster continuous quality improvement.
- _____ 16. Participate in the PAEC Risk Management Advisory Committee.
- _____ 17. Direct and coordinate program planning to involve staff, district and school personnel, community representatives and others when appropriate.

3. PROFESSIONAL GROWTH AND IMPROVEMENT

- _____ 18. Keep well informed about current trends and best practices in content, service, or project area.
- _____ 19. Attend conferences and training sessions that are appropriate to the assigned area.
- _____ 20. Keep abreast of statutes, regulations, and ordinances related to project area.
- _____ 21. Provide technical assistance to school and district administrators as appropriate and requested.

Risk Management Coordinator (continued)

4. SYSTEMIC FUNCTIONS

- _____ 22. Work with the Business office to track budgets.
- _____ 23. Prepare all required reports accurately and on time.
- _____ 24. Maintain all files related to safety of schools, including but not limited to work related injuries and student accidents.
- _____ 25. Support the goals and priorities of the District.
- _____ 26. Maintain compliance with federal, state and local safety regulations.
- _____ 27. Represent the District positively and professionally.
- _____ 28. Keep immediate supervisor informed about potential problems or unusual events.
- _____ 29. Perform other incidental tasks consistent with the goals and objectives of this position.

5. LEADERSHIP AND STRATEGIC ORIENTATION

- _____ 30. Utilize strategies and problem-solving tools to make decisions concerning planning, utilization of funds, delivering services, and evaluation of services provided.
- _____ 31. Use appropriate styles to motivate, gain commitment, and encourage positive change or task accomplishment.
- _____ 32. Respond quickly and appropriately to emergency situations.
- _____ 33. Assist in implementing the District's strategic plan.

6. WORKSITE SERVICE STANDARDS

INDICATORS

- _____ 34. Student growth and achievement, the work ethic, fostering and developing professional image, collaboration and affirmative networking, systemic and systematic preparation for function delivery, interpersonal interaction, teamsmanship and communication skills, translating organizational purpose into observable behavior and others.
- _____ 35. _____
- _____ 36. _____
- _____ 37. _____

Risk Management Coordinator (continued)

DATA COLLECTION CODES

O -- Observed
C -- Collected Data

I -- Clearly Indicated
NE -- Not Evident

INTERACTION DATES

Formal Observations

_____ (Date)

_____ (Date)

_____ (Date)

Informal Observations

_____ (Date)

_____ (Date)

_____ (Date)

_____(Signature of Evaluator / Date)