

INSURANCE & LOSS PREVENTION COORDINATOR
<p>REPORTS TO: Director, Risk Management & Insurance</p>
<p>SUPERVISES: Support Staff</p>
<p>QUALIFICATIONS: Associate's degree in Business, Safety Management, Risk Management, or related discipline. Experience with property insurance, liability insurance, occupational safety, workers compensation or risk management. Completion of FEMA Incident Command System applicable courses within 6 months of employment.</p> <p>PREFERRED: Bachelor's degree in Business, Risk Management or related field. Advanced insurance industry professional designation, such as Associate in Risk Management (ARM) or Chartered Property Casualty Underwriter (CPCU). Risk Management and/or insurance experience in a medium or large sized public entity.</p>
MAJOR FUNCTION
<p>The Insurance & Loss Prevention Coordinator provides leadership in the development and administration of a cost-effective property and casualty insurance program through a combination of risk retention and effective claims and risk management. Recommends programs and processes directed at minimizing the risk and financial exposures of the district. Provides advice and technical support needed to facilitate achievement of district goals.</p>
ESSENTIAL RESPONSIBILITIES
<ul style="list-style-type: none"> • Coordinates acquisition and renewal of property and casualty insurance policies including gathering underwriting data and negotiating terms with broker/consultant consistent with responsible risk retention. • Coordinates the Mandatory Student Accident Insurance Program, with the Student Athletic Department. • Reviews insurance plans and programs relative to schedule of values and building/contents; boiler and machinery objects; vehicles and equipment • Provides coordination of the Bloodborne Pathogen Program training, AED distribution, and Damage and Loss Funds and Recoupment. • Participates in the investigation of employee, visitor, and student accidents or incidents which may result in liability or claims in coordination with Legal Services and the district's third-party administrator • Coordinate and monitors the processing and submission of property and casualty claims. • Prepares, files, and monitors applicable FEMA claims on behalf of the district. • Coordinates Certificate of Insurance Requests from outside vendors, with timely review and monitoring of insurance requirement sin all existing and proposed contracts and agreements, as appropriate. • Assists with RFP specifications and serves on insurance-related selection committees. • Provides associated training and documentation related to all programs under responsibility. • Serve as member of District Safety & Security Council. Provide management support to the Command Center or designated area, if requested, during periods of activation. • Assists with workers' compensation light duty return to work program, review loss trends, and provide recommendations for reduction of occupational injuries. • Develops and communicates district-wide loss control strategies with respect to both curricular and extra-curricular school activities. Has the authority to prohibit hazardous activities and the use of unsafe equipment until corrective actions can be implemented. • Applies knowledge of standard safety practices and risk management techniques to reduce the frequency and severity of losses to the district's self-insurance program. • Makes periodic inspections and compliance audits to identify unsafe conditions and verify adherence to district safety programs and governmental regulations.

INSURANCE & LOSS PREVENTION COORDINATOR

ESSENTIAL RESPONSIBILITIES (Continued)

- Utilizes microcomputer software and main-frame computer applications to produce written programs and correspondence, and to develop and maintain appropriate data bases and loss activity reports.
- Performs other related duties as assigned.

TERMS OF EMPLOYMENT

Salary and benefits shall be paid consistent with the district's approved compensation plan. Length of the work year and hours of employment shall be established by the District.

Performance of the job will be evaluated in accordance with provisions of the School Board's policy on evaluation of personnel.

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.

HISTORY OF JOB CLASSIFICATION

ISSUED: 4/91 PBL; BOARD APPROVED: 1/22/92; REVISED: 9/96 PBL; BOARD APPROVED: 10/22/96; REVISED: JOB TITLE, REPORTS TO; SUPERVISES, MQs, ERs, 7/5/22 LM; BOARD APPROVED: 9/27/22

INSURANCE & LOSS PREVENTION COORDINATOR

WORKING CONDITIONS & PHYSICAL EFFORT:	Seldom Or Never	Monthly	Weekly	Daily	Hourly
1. Lift objects weighing up to 20 pounds			X		
2. Lift objects weighing 21 to 50 pounds		X			
3. Lift objects weighing 51 to 100 pounds	X				
4. Lift objects weighing more than 100 pounds	X				
5. Carry objects weighing up to 20 pounds	X				
6. Carry objects weighing 21 to 50 pounds	X				
7. Carry objects weighing 51 to 100 pounds	X				
8. Carry objects weighing 100 pounds or more	X				
9. Standing up to one hour at a time				X	
10. Standing up to two hours at a time	X				
11. Standing for more than two hours at a time	X				
12. Stooping and bending		X			
13. Ability to reach and grasp objects				X	
14. Manual dexterity or fine motor skills					X
15. Color vision, the ability to identify and distinguish colors				X	
16. Ability to communicate orally					X
17. Ability to hear					X
18. Pushing or pulling carts or other such objects	X				
19. Proofreading and checking documents for accuracy					X
20. Using a computer to enter and transform words or data					X
21. Using various technology tools					X
22. Working in a normal office environment with few physical discomforts					X
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions	X				
24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions	X				
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls	X				
26. Operating automobile, vehicle, or van	X				
27. Other physical, mental or visual ability required by the job	X				

Insurance & Loss Prevention Coordinator - PTS