

MT. DIABLO UNIFIED SCHOOL DISTRICT
DIRECTOR, RISK MANAGEMENT AND SAFETY

JOB DESCRIPTION

PRIMARY FUNCTION:

The Director of Risk Management and Safety is responsible for developing and maintaining a safe and secure environment for students, employees and community members throughout the district. Plans, organizes, implements and administers risk management and safety programs on behalf of the district, including liability and property self-insured programs, safety and loss control programs, a self-insured workers' compensation program, health and welfare benefits and other programs related to employee and student safety. Promotes a safe and orderly environment by planning and implementing risk management/safety procedures, initiatives and training. Holds the responsibility of working with site administration to establish appropriate regulations, procedures and plans related to risk management and safety.

DIRECTLY RESPONSIBLE TO:

Superintendent's Designee

MAJOR RESPONSIBILITIES:

1. Plans, organizes, implements, and administers comprehensive risk management and safety programs for the District.
2. Supports the development of safety processes/plans and ensures adequate precautions and protections are in place.
3. Assists in directing the deployment of security personnel to manage routine operations and emergency situations.
4. Works in collaboration with law, fire, medic and auxiliary agencies to promote safety.
5. Coordinates and supports School and District Comprehensive Safety Plan implementation and monitoring.
6. Coordinates and facilitates trainings for students, parents, staff and the community regarding school safety, including but not limited to: drug use, violence and abuse, trauma, suicide prevention, bullying, harassment.
7. Plan and lead meetings of the District Safety Committee and train personnel in digital, physical and mental health and wellness practices and protocols.
8. Performs and provides research in the areas of safety and risk management to determine the means to contain the incidence and cost of losses, insurance costs and other expenditures.

9. Responsible for developing and maintaining a district safety and security program, including:
 - a. The development of security and surveillance systems.
 - b. The development of visitor registration and identification procedures.
 - c. The development of emergency plans for evacuations, lock downs, and other crises.
 - d. The development of security staff orientation and training programs.
 - e. The development of an effective and efficient deployment plan regarding security personnel deployment.
 - f. The coordination of services with local, state and federal law enforcement and emergency agencies.
10. Serves a liaison as needed with city, county and other public agency staff, as well as neighboring districts in development of response plans.
11. Provides assistance to the Superintendent Designee in the preparation and maintenance of a variety of narrative and statistical reports, records, and files related to assigned activities.
12. Works with district employees to promote appropriate safety and risk management drills across school sites and departments.
13. Participates in litigation procedures and negotiates district settlements, as needed.
14. Establishes and implements methods of proper reporting, investigating, litigating and paying claims and benefits.
15. Performs related duties and assigned that support the overall objectives of the position.
16. Monitors activities of third party administrators.
17. May be involved in coordinating health and welfare benefits coverage for District employees and retirees.
18. Plan and lead meetings of the District Health Benefits Committee and is responsible for distributing benefits information to employees.
19. Coordinates mandated training for employees, including but not limited to: Mandated Report, Anti-Harassment and Bloodborne Pathogens.
20. Coordinates eligibility of benefits, reviews contract language, and resolves disputes, as needed.
21. Develops safety and risk management programs to remain in compliance with federal, state and local laws and regulations.
22. Conducts inspections of district facilities and district property to ensure compliance with federal, state and local laws and regulations.
23. Maintains required illness, accident and safety records.
24. Oversees industrial and non-industrial return to work program.
25. Evaluates the performance of staff and directs needed training.
26. Serves as site administrator for the district administration building.
27. Attends job related meeting and activities specified by the Superintendent's Designee.
28. Performs additional duties assigned by the Superintendent's Designee.
29. Performs those duties and responsibilities, including supervisory and advisory duties, as may be prescribed by the Superintendent.

KNOWLEDGE AND REQUIREMENTS:

1. Knowledge of planning and organization of school safety plans, procedures and protocol.
2. Knowledge of emergency preparedness programs.
3. Knowledge of applicable laws, codes, regulations, policies and procedures related to school and student safety and risk management.
4. Knowledge of District policies and procedures.
5. Ability to work collaboratively and cooperatively with District administrators, school staff, and other represented groups.
6. Knowledge of planning and organization of school safety plans, procedures and protocol.
7. Knowledge of emergency preparedness programs.
8. Knowledge of applicable laws, codes, regulations, policies and procedures related to school and student safety and risk management.
9. Knowledge of applicable laws, codes, regulations, policies and procedures governing the administration of risk management and benefits programs including worker's compensation, school district liability, property, health and welfare, safety/CALOSHA and SEMS.
10. Knowledge of the principles and practices of insurance and self-insurance including claims adjustment and settlement techniques.
11. Knowledge of methods, practices, terminology and procedures used in risk management and benefits administration.
12. Knowledge of applicable sections of the Education Code, Administrative Code and other applicable laws.
13. Knowledge of health and safety regulations,
14. Knowledge of laws, codes, and regulations regarding the use of district properties.
15. Knowledge of District policies and procedures.
16. Ability to work collaboratively and cooperatively with District administrators, school staff, and other represented groups.
17. Ability to read, interpret and apply laws, policies, procedures, codes and regulations.
18. Ability to prioritize, plan, and coordinate work to ensure deadlines are met.
19. Ability to serve as an informational resource to faculty, staff and administrators.
20. Ability to operate a computer, tablet, and proprietary or mass market software platforms, such as GoogleDocs or Microsoft Office.
21. Ability to develop rapport and truth and effectively mediate and resolve conflict.
22. Ability to work independently with minimal supervision.
23. Ability to assemble and analyze data, and make appropriate recommendations for action.
24. Skill in logical thinking and the ability to explain difficult material simply.
25. Skill in working with diverse groups and individuals in a manner that achieves district goals.

EDUCATION, TRAINING AND EXPERIENCE:

1. Bachelor's degree with three years of increasing responsibilities in management or administration.

2. School District experience is highly desirable.
3. Increasing responsible risk management and benefit experience involving Worker's Compensation, benefits plans, liability claims, loss analysis, safety analysis and accident investigation.
4. An equivalent combination of training and experience related to the fields of safety and risk management.

ADDITIONAL QUALIFICATIONS:

1. Be able and willing to work with law enforcement and security personnel as well as school district staff.
2. Exhibit a personality that demonstrates interpersonal skills to relate well with students, staff, administration, parents and the community.
3. Demonstrate the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary.

ADDITIONAL REQUIREMENTS:

1. Must have a valid California Driver's License.
2. Spanish Fluency is highly desirable.

WORKING CONDITIONS AND PHYSICAL DEMANDS:

Primarily an indoor work environment, however, travel in between district sites is required, with potential exposure to weather or other environmental conditions; potential for emergency call-out and evening weekend or work on holidays, in emergencies.

Hearing and speaking to exchange information in person or over the telephone; seeing to read a variety of documents; sitting for extended periods of time; walking; dexterity of hands and fingers to operate office equipment; intermittent bending, stooping or reaching overhead to retrieve or store materials; occasional lifting of equipment of materials weighing up to 25 pounds; driving a vehicle to conduct business activities.

Work Year: 261 Days

Salary: DMA Salary Schedule, Range 18

Pending Board Approval: xx/xx/xxxx