



Work Environment      The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually quiet.

REPORTS TO              School Board Attorney/District General Counsel

#### GENERAL RESPONSIBILITIES

1. Oversees insurance contracts, liability issues, accident reports, property management risk issues, and accident and related insurance claims.
2. Provides legal assistance to the District's legal staff.
3. Exercises managerial responsibilities as directed by the School Board Attorney/District General Counsel.
4. Maintains a working knowledge of the State of Florida workers' compensation rules and regulations.

#### SPECIFIC RESPONSIBILITIES

1. Reviews and manages contracts with the School Board Attorney/District General Counsel, including working with Principals, PTO members and staff pertaining to contract resolution.
2. Oversees insurance contracts, working with insurance carriers and application of insurance policies to District risk and liability issues.
3. Oversees liability issues, accident reports, working with insurance carriers and adjusters to resolve such issues. Reports to General Counsel concerning litigation risks related to such issues.
4. Prepares Certificates of Insurance (COI) for District programs, including outside contractual issues involving risk, transportation and coordination of COIs with outside parties and vendors.
5. Oversees property management risk issues, including YRD leases, building and flood insurance issues.
6. Oversees accident and related insurance claims and works with School Board Attorney/District General Counsel on early intervention and case resolution.
7. Prepares liability/casualty and related risk reports and works with various departments to advise and coordinate such information.
8. Makes recommendations to improve and enhance the delivery of workers' compensation services.

9. Serves on the district workers' compensation claims committee.
10. Administers the self-funded workers' compensation program to include the payment of benefits, selection of preferred physicians, wage loss and light duty return to work programs.
11. Insures coordination of benefits between worker's compensation and other applicable insurance programs.
12. Performs other duties as assigned.