

SAFETY AND LOSS CONTROL SPECIALIST

GENERAL RESPONSIBILITIES

Under the leadership of the Director of Safety and Loss Control, the position is responsible for the administration and management of the school division's property and liability insurance policies and the division's emergency response plan.

ESSENTIAL TASKS

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Analyze loss run reports, prepare and report all insurance related claims, complete policy renewal applications, prepare requisitions for premium payments for insurance policies under the Office of Safety and Loss Control which includes: Property, General Liability, Excess Liability, Employee Dishonesty, Commercial Crime, and Student Nurses Liability.
- Work collaboratively with City and State Federal Emergency Management Agency (FEMA) officials, as needed, to coordinate and report disaster claims.
- Collaborate with the Occupational Safety/Loss Control Specialist on liability and safety issues.
- Assist schools and departments in reporting losses; prepare the appropriate documentation to report a claim.
- Act as liaison between the claimant and the insurance company; consult with claims adjusters, attorneys, and insurance agency representatives on claims and insurance issues.
- Analyze and track all vandalism and theft reports received from schools/departments.
- Receive, track, calculate and prepare reports for all restitution payments due to VBCPS for theft and/or damages to schools, vehicles, and/or other school board property.
- Review, code and approve all requisitions from schools & departments relating to replacement of stolen or vandalized property from the risk management fund.
- Consult with school administrators regarding safety concerns.
- Conduct high school football stadium assessments; attend high school football games to monitor safety measures in place.
- Collaborate in development of security plans for high school graduations; supervise security staff at graduations.
- Communicate with parents and administrators to resolve accident and/or injury and/or medical issues.
- Conduct employee and student incident investigations.
- Establish and maintain a data base of employees who have completed various training requirements; analyze participation and consult appropriate administrators when renewal is necessary.
- Coordinate annual review and updates of Virginia Beach City Public Schools Emergency Response Plan.
- Provide crisis de-escalation training and physical safety interventions for security assistants and school staff.
- Coordinate all First Aid/CPR/AED and Defensive Driver training for the Department of School Division Services.
- Monitor building security and staff safety during shelter operations at schools and elections at schools.
- Serve as a member of committees as assigned by the Director.
- Perform related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

General understanding of all aspects of the school system’s property and liability insurance; general knowledge of school administration operations; understanding of school emergency operations procedures, ability to develop and present ideas effectively, orally and in written form; ability to establish and maintain effective working relationships with school officials and associates. Effectively communicate with professionals and all levels of administration. Ability to work independently, applying established procedures to varying situations, referring only new or unusual matters to the Director. Ability to interact with the public and internal customers.

EDUCATION AND EXPERIENCE

Bachelor’s Degree and considerable experience in school operations and insurance field. Master’s Degree in Administration preferred.

A comparable amount of training and experience may be substituted for the minimum qualifications.

PHYSICAL REQUIREMENTS

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. No significant standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, and handling, pushing, and pulling.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

SPECIAL REQUIREMENTS

- Possession of a valid Virginia driver’s license
- Crisis De-escalation Training Certification
- IS-100.SCA: Introduction to the Incident Command System for Schools Certification

FLSA status: Exempt	Description: 12/2015
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