

VACANCY ANNOUNCEMENT

October 26, 2021

HCPS is committed to recruiting and retaining effective and diverse educators and staff to build a climate of student success and improve learning experiences for every child in every classroom.

SUPERVISOR OF RISK MANAGEMENT

This is a highly responsible leadership position requiring strong analytical capabilities, independent initiative, accurate judgment, and timely decision making. The Supervisor of Risk Management is required to plan, organize, and perform a variety of duties related to safeguarding the organization, controlling claims, preventing liability, representing the organization with the MABE group insurance pool and workers' compensation fund, consulting on regulatory matters, and communicating effectively with senior leadership, administrators, community members, claimants, and litigators.

DUTIES AND RESPONSIBILITIES INCLUDE

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

- Employs systemic risk management principles to:
 - direct, plan, organize, and perform system-wide initiatives that aim to safeguard the students, personnel, and assets of HCPS;
 - develop procedure and policy;
 - conduct activity risk assessment;
 - lead process improvement;
 - enact programs to reduce HCPS risk exposure.
- Advises the Assistant Superintendents, Executive Directors, Chief of Administration, and Superintendent of Schools on risk management, liability, ADA, or other related matters.
- Advises school-based administrators, operational department heads, curriculum supervisors, and central office staff of best practices to minimize exposure.
- Leads collaborative initiatives across departments for risk gap-analysis, risk and liability professional development, and strategic risk decision-making.
- Serves as HCPS' designated representative for the Americans with Disabilities Act (ADA); acts as coordinator for employee accommodation requests under ADA and collaborates on student and visitor ADA requests.
- Manages the HCPS student accident reporting process, including evaluating all student accidents.
- Coordinates all aspects of the Workers' Compensation, and Property and Casualty insurance programs including:
 - gathering annual information for renewals to provide to MABE/Insurance carriers;
 - reviews, reports, and monitors all claims for liability, property, and workers' compensation;
 - analyzes and reviews claims history to focus loss prevention efforts;
 - supporting needs of counsel on behalf of HCPS, including identifying witnesses, coordinating discovery, collaborating on strategy, and providing testimony if necessary.
- Serves as the HCPS appointed trustee for the MABE Liability Group Self-Insurance Pool and the MABE Workers' Compensation Group Self-Insurance Fund.
- Coordinates Student Voluntary Accident Insurance Program and the Catastrophic Student Accident Program.
- Manages HCPS Workers' Compensation program, which includes transitional return to work program, and coordination with the Human Resources Case Management Committee.
- Provides compliance consultation for Occupational, Safety, and Health Act (OSHA) standards, with specific support to Facilities Management Department and response to MOSH citations.
- Monitors all litigation alleging financial loss or naming the Board of Education or an employee of the Board of Education as a defendant.
- Manages operating and grant budgets for safety and risk management programs.
- Reviews and edits insurance provisions in contracts, MOUs, purchasing bids, and Use of Facilities requests, in consultation with HCPS general counsel as needed.
- Stays knowledgeable of new legislation, case law, OSHA standards, and education and insurance industry trends to analyze and advise on impact to HCPS.

	<ul style="list-style-type: none"> Serves on system-level committees and teams as assigned. Creates and delivers presentations to the BOE and other stakeholders as assigned. Creates and delivers professional development for staff as assigned Ensures confidentiality of information.
SALARY	<p>This is a twelve-month position with fifteen (15) days of annual leave. Salary range based on the FY 2021-2022 AHCATSP Salary Schedule for Non-Certificated Administrative, Technical, and Supervisory Professionals.</p> <p>Grade H Salary Range: \$103,834 - \$125,451</p>
MINIMUM REQUIREMENTS	<ul style="list-style-type: none"> Bachelor's degree from an accredited college or university in business administration or related field. Five years of successful experience in risk management, preferably to include experience with the education industry. Associate in Risk Management (ARM), Associate in Risk Management for Public Entities (ARM-P), or other appropriate risk management certification desired. Possess a thorough knowledge of Maryland Workers' Compensation Law, Property & Casualty Insurance, Educators Legal Liability, and the American with Disabilities Act. Practical understanding of federal and state occupational safety and health laws, contracts, liability, claims management, accident investigation, and insurance pooling. Excellent oral and written communication skills. Experience with public speaking. Proficient in the use of Microsoft Office software and other related computer technology.
HOW TO APPLY	<p>Employment applications are accepted online only. To access the online application site, visit the Current Job Openings section of the HCPS website at www.hcps.org. If you have questions or require assistance, please contact the Human Resources Office at 410-588-5226.</p>
DEADLINE	<p>Online applications will be accepted for this vacancy until the position is filled. Candidates who apply by November 12, 2021 will be given first consideration.</p>

The Board of Education of Harford County does not discriminate on the basis of age, ancestry/national origin, color, disability, pregnancy, gender identity/expression, marital status, race, religion, sex, or sexual orientation in matters affecting employment or in providing access to programs and activities and provides equal access to the Boy Scouts and other designated youth groups.

In accordance with the requirements of Title IX of the Education Amendments of 1972 (20 U.S.C. §1681, *et seq.*), Harford County Public Schools does not discriminate on the basis of sex in any of its programs or activities or with regard to employment. Inquiries about the application of Title IX, and its implementing regulations to Harford County Public Schools may be referred to Dr. Paula Stanton, Harford County Public Schools Title IX Coordinator, by mail to 102 S. Hickory Avenue, Bel Air, Maryland 21014, or by telephone to 410-809-6064 or by email to Paula.Stanton@hcps.org, or the Assistant Secretary for the Office of Civil Rights in the United States Department of Education by mail to 400 Maryland Avenue, SW, Washington, DC 20202 or by telephone 1-800-421-3481, or both.

This document is available in alternative form upon request. To request disability-related reasonable accommodations, please notify a staff member in the Human Resources Office at the time you are contacted for an interview.

AFFIRMING EQUAL EMPLOYMENT IN PRINCIPLE AND PRACTICE