



Loudoun County Public Schools

HUMAN RESOURCES AND TALENT DEVELOPMENT

JOB CLASS SPECIFICATION

Certified: 1/8/2024

Supervisor, Contracts and Risk Management

Pay Scale: B

Level: 21

FLSA Status: Exempt

Job Family: Business & Financial Services

Primary Location: Administration Building

Department Overview

The Department of Business and Financial Services is responsible for the maintenance and operation of a balanced budget. The department establishes internal controls, policies, and execution to provide the highest quality of services in financial support of Loudoun County Public Schools. The department also provides high quality, affordable, and nutritious school meals. The Department includes the following teams: Financial Services, Accounting, Payroll, Risk Management, Budget and Financial Analytics, School Nutrition Services and Procurement Services.

Job Overview

The Supervisor, Contracts and Risk, plans, manages, and coordinates the complex risk management program activities; administers all aspects of commercial insurance; provides oversight of the contracts process to include supervision of staff and compliance with federal, state, and local requirements including adherence to school policies and procedures. The Risk Management/Contracts team is committed to developing programs that reduce the potential risk exposure of LCPS. Programs include reviewing school/department contract documents and unusual field trip requests, procuring commercial insurance for LCPS buildings and contents, administering the school board liability insurance plan, and providing tools for school administrators and staff to minimize potential liability on LCPS properties or while on school-sponsored activities.

Roles and Responsibilities

The following information is intended to describe the overall nature and scope of the work being performed. This is not a comprehensive listing of all responsibilities or tasks; work may differ and other work may be assigned when deemed appropriate.

- Coordinates and collaborates LCPS risk management and contract administration efforts between all areas of the school
- Reviews solicitations and write insurance requirements for services and products; answer questions and concerns from vendors; review and maintains Certificates of Insurance (COIs) logs for compliance with solicitation and contractual insurance requirements
- Supervises staff responsible for reviewing, creating, negotiating, and managing LCPS contracts, agreements, and memorandums of understanding (MOU). MOUs include College/University Student Teachers, Therapists, Interns, Instructional Observations, Private Duty Nurses, and Special Ed Attendants
- Manages insurance agents, brokers, and group self-insurance risk pool services provided by the various LCPS insurance carriers. Oversees the property and liability insurance program coverages, voluntary student and athletic accident insurance, and PAVAN regional consortium. Gathers, reviews, analyzes, and submits underwriting data; analyzes the renewal proposals; prepares deductible and loss analyses; reviews and approves issued insurance coverage binders, policies, documents, and invoices for accuracy

- Maintains the LCPS Statement of Property Values in collaboration with the Construction Office, listing all properties owned or leased by the school system. Manages Insurance recoveries from the insurance carrier and others responsible for reimbursing LCPS for damages
- Serves as the primary contact point for insurance claims for liability and property damage; tracks status of claims using the insurance carrier's electronic loss and risk management system, and review adjuster's notes
- Identifies, analyzes and prioritizes risk related to theft, damage, data breach, errors and omissions, illness and injury, and natural disasters
- Manages the LCPS web-based Incident Management System (IMS) to include the review of incidents and injuries involving students, athletes, volunteers, and visitors. Conducts investigations and follows up as necessary
- Manages complaints and advises in collaboration with School Board Attorney and school and central office administrators to manage complaints, claims, and lawsuits from third parties. Reports legal suits, EEOC complaints, and State complaints to insurance carriers, and coordinates between in-house legal counsel, insurance-appointed counsel, and insurance adjusters
- Maintains the LCPS Foreign Field Trip Guide and approves foreign trips by reviewing all details and providing risk analyses
- Oversees the review process of field trips and school-sponsored activities, in collaboration with school-based administrators, the Department of Instruction, and Transportation
- Reviews and provides risk analysis at the request of the Principals and Level Directors of Instruction for school club activities
- Works with the construction division to review and compose insurance requirements; manages the contractors' provision of required insurance and purchase of Builders Risk Insurance; and adds buildings to the insurance policy
- Collaborates with community groups to stay current on loss prevention and policy recommendations
- Reviews loss and incident reports through the VACORP electronic claims system and the LCPS Incident Management System and communicate with the insurance carrier or LCPS administrators about patterns observed in the reporting system
- Collaborates with technology staff to address cyber liability exposure issues
- Annually reviews and collaborates with departments on various LCPS Handbooks/Manuals/Forms including Theatre Safety Manual, School Health Clinic Manual, LCPS Employee Handbook, LCPS Student Rights and Responsibilities Handbook, and Athletic Handbook

Qualifications

Below are the minimum qualifications for this job. Equivalent combinations of education and experience are also acceptable.

Education

Bachelor's Degree in business administration, public administration, or related field

Experience

Six (6) years of progressively more experience in risk assessment, incident management, insurance supervision, and contract administration

Licenses and Certifications

Certification in one or more of the following preferred but not required, Chartered Property Casualty Underwriter (CPCU) Associate in Risk Management (ARM), Certified Insurance Counselor (CIC), Certified Risk Manager (CRM), and/or Certified Public Procurement Officer (CPPO)

Knowledge, Skills and Abilities

- Possesses knowledge of the theory and practice of public sector risk management and financial management systems
- Demonstrated leadership and management abilities in a complex educational environment with a commitment to customer service
- Excellent relationship-building skills with different departments, locations, employees within the school system, and members of the school communities
- Ability to interface with public and governmental agencies
- Excellent oral and written communication, organization, and training skills
- Proven success in staff development
- Ability to manage a diverse workforce

Physical Requirements

The following provides a brief description of physical requirements for this job:

While performing the duties of this job, the employee is regularly talking, expressing or exchanging ideas by means of the spoken word. The employee must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly. The employee must possess normal cognitive abilities including the ability to learn, recall and apply certain practices and policies. Frequently sitting and/or remaining in a stationary position for long periods of time. Exerting up to 25 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects.

Equal Opportunity Employment

The Loudoun County School Board seeks to cultivate a high performing team of professionals focused on its mission and goals. The School Board values merit and excellence within its workforce and encourages the highest levels of professionalism for all its employees.

The School Board also recognizes and values the diversity of the students and broader community it serves and encourages diversity within its workforce.

The Loudoun County School Board is an Equal Opportunity Employer. The School Board does not discriminate against qualified applicants or employees on the basis of actual or perceived race, national origin, ancestry, color, sex, sexual orientation, gender identity, pregnancy, childbirth or related medical conditions, marital status, age, religion, disability, genetic information, veteran status or any basis protected by law.

ADA Accommodations Disclosure

Under the Americans with Disabilities Act (ADA), Loudoun County Public Schools is required to provide reasonable accommodations to qualified employees with disabilities, unless doing so would pose an undue hardship. Qualified employees are those who hold the necessary education, skills, and experience for the job; and who can perform its essential responsibilities, with or without an accommodation.

Remote Work Disclosure

The following guidelines apply to jobs and positions where employees have been identified as having the potential to work remotely. Remote work is defined as completing one's duties and responsibilities at a site other than one's assigned duty location. In order to be eligible for remote work privileges, an employee must have demonstrated consistent, positive performance and have the support and approval of their direct supervisor. In addition, these employees must have reliable high-speed internet and a designated workspace that allows them privacy while completing sensitive and confidential work. Employees who are non-exempt and are working remotely will work their regular scheduled hours and gain prior approval from their supervisor if they work more than 8 hours a day or more

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than 40 hours in a workweek. Remote work privileges can be amended, changed, or revoked based upon the performance of the employee, as well as the needs of Loudoun County Public Schools.