



Poudre School District

HUMAN RESOURCES DEPARTMENT

JOB DESCRIPTION

Job Title: **Director of Records & Risk Management**

Job Family: **Administrator**

Prepared/Revised Date: **August 1, 2025**

FLSA Status: **Exempt**

Pay Range: **A/P Schedule-Grade H**

Job Code: **33901**

SUMMARY: Responsible for the district's risk management program, applying and assuring compliance with federal and state laws, Board and Superintendent Policies, District Administrative Guidelines, self-insured workers' compensation program, State and Federal accessibility compliance, employee and community accommodations under the Americans with Disabilities Act, and other regulations relative to risk management, to promote a safe educational and work environment. In addition, this position is responsible for the district's records management program, including supervision of the district's Records Center; ensuring compliance with the Family Educational Rights and Privacy Act (FERPA); developing and implementing procedures, guidelines and controls for storage, retrieval, tracking, filing and destruction of district records; leading and coordinating the district's response to requests for public records under the Colorado Open Records Act (CORA).

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Frequency of duties, percent of time and work year may vary based on department or building assignment. This job description is not intended to be all inclusive and the employee will also perform other reasonably related duties as assigned by the supervisor.*

1. Assess and evaluate the district's exposure to risk. Recommend and implement risk avoidance, risk transfer, risk sharing, and risk financing options for district operations and monitor for effectiveness. Analyze and determine the district's potential liability and identify safety concerns and potential risks in school activities and events. Provide assistance, guidance and expertise to administrators and staff on issues related to insurance and risk identification. Recommend alternatives to mitigate or eliminate potential risks.
2. Analyze the district's claims, losses and accident history and identify methods to eliminate, minimize or indemnify risks or possible losses. Determine appropriate combination of conventional insurance, pooling and self-funding as well as retention levels and deductibles for the district's workers' compensation, property, casualty and general liability programs, and other exposures. Manage large claims and coordinate with various agencies, such as National Flood Insurance Program, Federal Emergency Management Agency, and the district's insurers, when appropriate. Evaluate the impact of new and proposed legislation on the district's insurance and risk management programs and make recommendations for district compliance.



3. Work with insurance adjusters, General Counsel, and/or outside legal counsel to investigate incidents that have led to a claim or other legal action against the district. Identify employees that may have evidence related to the claim or other legal action against the district and implement an email hold in Microsoft eDiscovery. Schedule and attend staff interviews with the district's outside legal counsel when requested. Assist in preparing cases for trial or other legal action including responses to discovery requests, interrogatories, and other documentation. May witness depositions and/or represent the district in arbitrations, mediations, pre-trial hearings and settlement conferences.
4. In consultation with Legal and Policy Counsel, work with the records custodians in the district's various schools and departments to respond to requests made for public records under the Colorado Open Records Act (CORA) and the Family Education and Privacy Rights Act (FERPA). Gather and review requested records to determine if records are responsive, privileged and/or confidential or otherwise subject to withholding and the legal basis for withholding. Determine if records containing such information should be withheld in their entirety or redacted. Prepare records for the requestor. Develop appropriate search parameters and conduct searches in the district's email system utilizing Microsoft's e-Discovery tool.
5. Establish and review insurance requirements for district contracts, agreements, and purchase documents. Implement and maintain a certificate tracking program.
6. Implement and administer the district's Risk Management Insurance System (RMIS). Utilize the RMIS to compile and analyze data for the purpose of developing and recommending safety programs, administrative guidelines and procedures related to risk. Monitor and track deadlines for claims and legal cases.
7. Review all requests for overnight field trips. Make recommendations to the appropriate assistant superintendent of schools to approve, revise or deny requests.
8. Serve on the District Crisis Response Team (DCRT).
9. Perform other duties as assigned.

EDUCATION AND RELATED WORK EXPERIENCE:

- Bachelor's degree in business administration or similar field, master's degree preferred
- More than five years of experience in administering risk management programs
- Equivalent combination of education and experience acceptable

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Associates Risk Management (ARM) or Certified School Risk Management (CSRM) or other similar certification is highly desirable
- Criminal background check required for hire
- Valid US driver's license

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Knowledge of the Colorado Workers' Compensation Act, Family and Medical Leave Act, Americans with Disabilities Act, and other accessibility laws and regulations
- Knowledge of the Colorado Governmental Immunity Act preferred at hire



- Ability to perform email searches in the district's IT system, including developing Boolean search parameters designed to produce emails responsive to a request under CORA or for discovery in legal proceeding
- Oral and written communication skills
- English language skills
- Interpersonal relations skills
- Math and accounting skills
- Customer service and public relations skills
- Critical thinking and problem-solving skills
- Ability to maintain confidentiality in all aspects of the job
- Ability to manage multiple priorities
- Ability to work independently
- Ability to manage multiple tasks with frequent interruptions
- Ability to diffuse and manage volatile and stressful situations
- Ability to maintain honesty and integrity in all aspects of the job
- Ability and willingness to adhere to attendance requirements, including regular and punctual employee presence
- Ability to promote and follow Board of Education policies, District policies, administrative guidelines and building and department procedures
- Ability to communicate, interact and work effectively and cooperatively with people from diverse ethnic and educational backgrounds
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment, and report unsafe conditions to the appropriate administrator

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers and peripherals
- Operating knowledge of and experience with Microsoft Office and/or other department software packages
- Operating knowledge of and experience with standard office equipment, such as telephones, copier, fax machine, scanner, E-mail, etc.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	# of EMPLOYEES
Reports to:	General Counsel	
Direct reports:	Records Manager	1
	Risk Management Specialist	1
	Department Technician II	1

- Responsible for assisting with interviewing, hiring and training employees; assisting with planning,



assigning and directing work; assisting with appraising performance; assisting with rewarding, disciplining and terminating employees; and assisting with addressing complaints and resolving problems

STANDARD PHYSICAL DEMANDS & WORKING CONDITIONS: *Poudre School District is committed to the full inclusion of all qualified individuals. As part of this commitment, Poudre School District will ensure that qualified individuals with disabilities are provided reasonable accommodations. If reasonable accommodation is needed to participate in the job application or interview process, to perform essential job functions, and/or to receive other benefits and privileges of employment, please contact ada@psdschools.org.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand		X		
Walk		X		
Sit			X	
Use hands to finger, handle or feed		X		
Reach with hands and arms		X		
Climb or balance		X		
Stoop, kneel, crouch, or crawl		X		
Talk			X	
Hear			X	
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds		X		
Up to 25 pounds		X		
Up to 50 pounds	X			
Up to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare			X	
Analyze			X	
Communicate			X	
Copy		X		
Coordinate				X
Instruct		X		
Compute			X	
Synthesize			X	



MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Evaluate			X	
Interpersonal Skills			X	
Compile		X		
Negotiate		X		

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	
Color vision (ability to identify and distinguish colors)	
Peripheral vision	
Depth perception	
Ability to adjust focus	

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	X
Moderate	
Loud	
Very Loud	