



Poudre School District

HUMAN RESOURCES DEPARTMENT JOB DESCRIPTION

Job Title: **Manager, Risk Management**
Job Family: **Professional**
Prepared/Revised Date: **January 22, 2026**

FLSA Status: **Exempt**
Pay Range: **A/P Schedule- Grade K**
Job Code: **34212**

SUMMARY: Responsible for designing, organizing, and supervising a comprehensive risk management program for the district, applying and assuring compliance with federal and state laws, Board of Education and Superintendent policies, district administrative guidelines, and other regulations related to risk management, to promote a safe education and work environment. Collaborate with schools and departments to identify exposures to loss and develop techniques to eliminate or minimize the impact of the loss on assets and operations.

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. Negotiate and procure commercial insurance, brokerage, and risk management related services; ensure accuracy of underwriting submissions.
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 coverage limits, retention levels and deductibles for the district's workers' compensation, property and casualty 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. Generate loss projections utilizing historical data, risk exposure classification levels, and other risk management techniques to estimate adequate funding levels.
3. Evaluate the impact of new and proposed legislation on the district's insurance and risk management programs and make recommendations for district compliance.
4. Collaborate with insurance providers, the district's legal department, and/or outside legal counsel to investigate incidents that have led to a claim or other legal action against the district, for the purpose of developing the district response based on potential or actual liability and the efficient utilization of district resources. Serve as the main point of contact for the district's insurance providers, third party administrators, and other providers.



5. Oversee the administration of the district's self-insured workers' compensation program and ensure compliance with regulatory requirements. Guide and direct complex claims related to workers' compensation. Manage the self-insurance loss funds.
6. Establish and review insurance requirements for district contracts, agreements, and purchase documents. Manage the implementation and maintenance of the certificate tracking program in the RMIS (Risk Management Insurance System).
7. Oversee the implementation and administration of the district's 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.
8. Review all requests for overnight field trips. Make recommendations to the appropriate Assistant Superintendent of Schools to approve, revise, or deny requests. Maintain process and documentation for overnight field trips.
9. Actively participate in professional organizations and insurance provider or pool trainings and committees.
10. Perform other duties as assigned.

EDUCATION AND RELATED WORK EXPERIENCE:

- Bachelor's degree in business administration or similar field, master's degree preferred
- Five or more years of experience in administering risk management programs, preferably for a public school district or other governmental entity
- Equivalent combination of education and experience acceptable

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire
- Associate's in Risk Management (ARM) or Certified School Risk Management (CSRM) or other similar certification is highly desirable

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Knowledge of the Colorado Workers' Compensation Act, Colorado Governmental Immunity Act preferred at hire, Family and Medical Leave Act, Americans Disabilities Act, and other accessibility laws and regulations
- English language skills
- Excellent interpersonal relations and communication skills
- Math and accounting skills relevant to the position
- Critical thinking and problem-solving skills
- Ability to work proactively
- Ability to maintain confidentiality in all aspects of the job
- Ability to manage multiple priorities and tasks with frequent interruptions
- Ability to work both independently and collaboratively
- 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, Google, a RMIS (preferably Origami Risk) and/or other department software packages
- Operating knowledge of and experience with standard office equipment, such as telephones, copier, fax machine, E-mail, etc.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	# of EMPLOYEES
Reports to:	General Counsel	
Direct reports:	RMIS Administrator & Workers' Compensation Coordinator	1
	Risk Management Insurance & COI Administrator	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			



PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
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	
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			



WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
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.	X
Close vision (clear vision at 20 inches or less)	
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	