

# AIMS K-12 College Prep Charter District



**Title:** Benefits & Risk Management Coordinator

**Category:** Classified

**Work Year:** 12 months

**Employment Type:** Full Time

**Starting Range:** \$70,000.00 - \$74,295.45

**FLSA:** Exempt

**Supervisor:** Director of Program Compliance or Designee

## **JOB GOALS:**

To manage and oversee the risk management and employee benefits programs at AIMS K-12 Charter Schools, ensuring compliance with relevant laws and regulations, and safeguarding the school's human and financial resources. This role involves coordinating with insurance providers and providing support to employees regarding benefits and risk management.

**REPRESENTATIVE DUTIES:** (Incumbents may perform any combination of the essential functions shown below.

This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to reflect the principal job elements accurately.)

## **ESSENTIAL JOB DUTIES:**

- Manage daily operations of risk management and employee benefits programs.
- Develop, implement, and recommend policies and procedures for Risk Management and benefits.
- Develop and submit assigned budgets for approval.
- Administer group health insurance ensuring adequate coverage and limits, including eligibility, enrollment, and COBRA compliance.
- Act as a liaison and coordinate District insurance programs with third party representatives.
- Assist employees with claims and coverage inquiries.
- Coordinate open enrollment and communicate benefit updates.
- Leads cost control strategies and claim management and establishes annual safety objectives based on leadership directives.
- Oversee workers' compensation, property, liability, and other insurance programs (i.e. casualty, automobile, fidelity, football, life and disability, and student accident insurance policies as needed).
- Investigate and manage claims, ensuring compliance and proper documentation.
- Analyze claims data and develop strategies to minimize risks.
- Respond to information requests from staff, parents and community related to the District's risk management program.
- Ensure adherence to federal and state regulations, such as FMLA, COBRA, and OSHA.

- Compile and analyze data for reports to school administration and relevant agencies.
- Act as the primary contact for insurance providers and external agencies.
- Provides advice to interpret laws, related to risk management regulations and laws.
- Required to be available to work on- site investigate claims.
- Attends training, seminars and conferences as required to maintain knowledge of changing policies, procedures, laws and regulations affecting benefits and risk management administration for public employees.
- Maintain accurate records and reports related to employee benefits and risk management.
- Perform other duties as assigned.

**NON-ESSENTIAL JOB DUTIES:**

- Attend relevant training and seminars to stay informed about changes in laws and best practices.

**QUALIFICATIONS:**

- Education and Experience:
  - Bachelor’s degree in business administration, human resources, risk management, or a related field. Equivalent experience may be considered.
  - A minimum of three years of experience in employee benefits, risk management, or a related field.
- Licenses and Certifications:
  - Valid driver’s license.
  - Professional certifications in risk management or benefits administration are preferred.
  - TB and Fingerprint clearance required.

**KNOWLEDGE AND ABILITIES:**

- Knowledge of:
  - Insurance policies, employee benefits, and risk management principles.
  - Benefit procedures and district health and welfare policies and plans.
  - Federal and state regulations related to employee benefits and risk management.
  - Microsoft Office and relevant software programs.
  - Basic financial and statistical budgeting and record keeping.
- Abilities:
  - Communicate effectively both orally and in writing.
  - Work independently and handle complex tasks with minimal supervision.
  - Exercise judgment and maintain confidentiality.
  - Organize and prioritize work to meet deadlines.
  - Establish and maintain positive working relationships with staff, parents, and external partners.

**PHYSICAL ACTIVITY REQUIREMENTS:**

**Minimum Work Position (Percentage of Time):**

Standing: 30 Walking: 20 Sitting: 50

**Minimum Body Movement (Frequency):**

**None (0) Limited (1) Occasional (2) Frequent (3) Very Frequent (4)**

Lifting (lbs.): 15-18 Lifting: 2 Bending: 2

Pushing and/or Pulling Loads: 1 Reaching Overhead: 1 Kneeling or Squatting: 1

Climbing Ladders: 0 Climbing Stairs: 2

**NON-DISCRIMINATION:** AIMS College Prep Charter District does not discriminate on the basis of race, color, religion, gender, marital status, ancestry, political affiliation, age, sexual orientation, disability, medical condition, national origin, or mental or physical handicap in any of its policies or procedures related to admissions, employment, educational services, programs or activities.

**Effective:**

**Board Approved: Pending Board Approval**