



Classification Specifications

DIRECTOR, ENTERPRISE PROGRAMS AND RISK MANAGEMENT

Department:	Fiscal Services
Reports To:	Superintendent and Chief Business Officer
Supervises:	N/A
Approval Date:	June 24, 2020
Revised Date:	N/A

General Description:

Under the general direction of the Superintendent and Chief Business Officer, the Director of Enterprise Programs and Risk Management will plan, organize, implement, and direct the District's Enterprise Programs, including preschool, enrichment, before/after school care and camps. The director will manage all budgets and financial information for enterprise programs, capital campaigns, grants, business partnerships, booster groups, CTE program and partnerships and enterprise business plans. The director will also direct the operations and activities of Risk Management, including risk and loss control, budget development, administration, planning and program management. The director has the responsibility to plan, organize and coordinate the functions of Risk Management in alignment with the District's strategic plan and equity policy.

Essential Duties and Responsibilities:

A. Enterprise Programs

- Build business plans for enterprise accounts.
- Communicate effectively and in a professional manner with school administrators, school staff, and parents on a regular basis regarding program activities.
- Communicate well with the public, implement district policy, scheduling, timelines, and work effectively with school site principals and secretaries.
- Coordinate the grant application process, manage proposals and maintain a donor database.

- Establish the capital campaign's solicitation priorities, manage prospect lists, prospect research, and prospect tracking. Develop and execute cultivation plans, strategies including meeting requests, and metrics to monitor project success in collaboration with the development team.
- Foster business partnerships to help support sites and students.
- Maintain confidentiality about children and their families.
- Maintain ongoing communication throughout the organization.
- Maintains and manages relationships with businesses and non-corporate partners with the purpose of aligning CTE students with work-based learning opportunities that align to their CTE pathway.
- Oversees and manages CTE Programs at the secondary level.
- Oversee all supply purchases, shopping, and distribution.
- Oversee the development, scheduling, and implementation of a wide range of high-quality, engaging activities for students.
- Oversee the governance structure of all site booster clubs.
- Plan and manage all District fundraisers.
- Report all suspected abuse to supervisor and the appropriate authorities.
- Supervise and evaluate Enterprise employees and staff and provide oversight of enrichment program accounts.
- Supervise and manage staff to consciously develop children by monitoring, positively directing and redirecting, protecting, encouraging, and nurturing them.
- Use skills in problem solving, communication, goal setting, conflict resolution, and time management.
- When dealing with conflict, maintain a positive approach and exhibit the belief that conflict provides an opportunity to learn.
- Perform other related duties as assigned.

B. Risk Management

- Compiles and analyzes data to develop and recommend policies and procedures regarding the District's property and liability insurance programs, and workers compensation benefit insurance.
- Monitors all District self-insurance funds including Foundation, Dental, Income Protection and Workers Compensation.
- Manages insurance programs such as liability, property and workers compensation.
- Monitors insurance programs to ensure effectiveness of brokers or claims administrators. Analyzes risks, including workers compensation and makes recommendations to improve programs.
- Presents training seminars for administrators, department managers, supervisors and union leadership regarding reporting procedures for work related injuries, supervises investigations of departmental injuries, and early return to work program.
- Coordinates and analyzes safety programs and implements California Occupational, Safety and Health Administration (CAL OSHA), Environmental Protection Act (EPA).
- Works with office staff to ensure employee safety and assists with the implementation of employee safety and loss prevention programs.
- Establishes and maintains a loss control program with emphasis on accident prevention.

- Analyzes and monitors insurance programs to ensure effectiveness of claims administration.
- Plans, develops and manages department budgets. Controls and authorizes expenditures in accordance with established limitations.
- Develops and implements policies, procedures, short- and long-term strategic plans to enhance operations.
- Prepares and conducts employee evaluations.
- Investigates and analyzes accidents involving District employees and students injured while using District equipment or facilities.
- Analyzes the District's claims, loss and accident history and identifies methods to eliminate, minimize, or indemnify risks or possible losses.
- Serves on a variety of committees relating to Risk Management.
- Reviews, analyzes, and evaluates school and district safety plans and offers recommendations for improvement.
- Coordinates District disaster drills.
- Manages and coordinates the removal of hazardous materials, AHERA and annual water testing requirements.
- Assists divisions, departments, and school administrators in their accident reporting, accident prevention responsibilities, analyzes requirements for safety training and arranges for or conducts such training.
- Participates in the investigation of incidents and coordinates preparation of materials and evidence for use in hearings, litigation, and insurance claim cases.
- Interprets and applies language for Board Policies, Administrative Regulations and other documents relative to risk management, safety, loss control, and areas of potential liability.
- Assists in accomplishing campus, department and District goals
- Maintains regular and punctual attendance to fully meet work responsibilities
- Performs other duties as assigned

Required Qualifications:

Knowledge of:

- Wide range of programs and applications such as publishing, fundraising design software, social media, and other electronic tools.
- Methods of communication and media selection appropriate to a community with a diverse socio-economic population.
- Applicable Federal and state regulations, policies, and procedures.
- Grammar, spelling, vocabulary, punctuation, and correct English usage.

Ability to:

- Communicate effectively with tact and diplomacy.
- Effectively use organizational and planning skills for large events (event planning).
- Analyze highly conceptual issues and problems and provide creative solutions.

- Establish and maintain effective working relationships and work in a collaborative manner.
- Meet deadlines and handle multiple projects.
- Deliver effective presentations.

Education and Certifications:

- Bachelor's Degree in Business required.

Experience:

- At least five years of experience in enterprise, business field, and/or fundraising.
- Experience working in schools that provide afterschool and enrichment programs.
- Experience with developing and managing budgets
- Experience in fundraising, capital campaign, and school programs.

Licenses, Certifications, and other requirements:

- Professional designations (e.g. Certified Risk Manager (C.R.M.).
- Certified School Risk Manager (C.S.R.M.), preferred.

Working Conditions:

Working Environment:

- Indoor, outdoor, community, and classroom setting.
- Moderate stress work environment.
- Moderate physical effort.
- Evening hours for board meetings, fundraising events, etc.

Physical Demands:

- Visual ability to read handwritten or typed documents and the display screen of various equipment and machines including a computer monitor.
- Mental acuity to perform the essential functions of this position in an accurate, neat, timely, and efficient fashion.
- Able to conduct verbal conversation in English or other designated language.
- Able to hear normal range verbal conversations (approximately 60 decibels).
- Able to stand and walk.
- Able to operate a motor vehicle.
- Able to squat, twist, stoop, kneel, and bend.
- Able to sit for sustained periods of time.
- Able to lift up to twenty (20) lbs.
- Able to push and pull objects weighing up to twenty (20) lbs.
- Able to demonstrate manual dexterity necessary to operate computer keyboard and other required equipment or tools in a safe and effective manner.

Hazards:

- N/A

The information contained in this job description is for compliance with the Americans with Disabilities Acts Amendment Act (A.D.A) and is an exhaustive list of the duties performed.