

SACRAMENTO CITY UNIFIED SCHOOL DISTRICT
Position Description

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| TITLE: | Coordinator , Risk and Disability Management | CLASSIFICATION: | Non-Represented Manage- ment, Classified |
| SERIES: | Coordinator II | FLSA: | Exempt |
| JOB CLASS CODE: | 5208 | | |

Provide technical expertise, information, assistance and training to assigned supervisor regarding assigned functions, unusual trends, or problems, and recommend appropriate corrective action, assist in the formulation, development, and communication of department policies, procedures, and programs in accordance with state and federal laws and regulations. **E**

Review, write, or update memorandums, correspondence, reports, reference guides and training material related to risk management. **E**

Lead and work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities. **E**

Develop and implement long and short-term plans and activities designed to enhance assigned programs and services, and assure an economical, safe, and efficient work environment. **E**

Supervise, evaluate, and hold accountable the performance and professionalism of assigned staff; Interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; Plan, coordinate and arrange for appropriate training of assigned staff. **E**

Develop and prepare the annual budget for the worker's compensation, and risk management functions of the district; Analyze and review budgetary and financial data; monitor and authorize expenditures in accordance with established guidelines. **E**

Direct the preparation and maintenance of a variety of narrative and statistical reports, records, correspondence, and files related to assigned services, activities, and operations; operate a computer. **E**

Communicate and collaborate with other administrators, district personnel, outside organizations and vendors to

APPROVALS:

Ken A. Forrest, Chief Business Officer

Date

Jonathan P. Raymond, Superintendent

Date