

**Paradise Valley Unified School District  
RISK LIAISON**

Valley Schools Insurance Group (VSIG) is an Insurance Company who services the Insurance needs of school districts in the north Phoenix area. This position works directly with Paradise Valley Unified Schools District, School Administration and District level personnel. This position will assist all groups in coordinating the investigation of property, liability, and auto liability.

Salary based on Experience \$50,000 - \$55,000

**Duties and Responsibilities:**

Risk Liaison is a 40 hour per week / 12-month full time employee who will assist the entire VSIG staff in the day-to-day operations and administrative functions of the Group. Those duties include:

- Assist VSIG claim investigation in gathering critical documents necessary to defend the District in claims; those documents may include:
  - School incident reports
  - Witness statements
  - Photos
  - Police report information
  - Student records (i.e. discipline records, health records, grade info, attendance records, student photo's, permission slips, etc.)
  - District policy information
  - Restitution paperwork received at the school/site
  - All others documentation needed

**Preferred Knowledge, Skills & Abilities:**

- Some college preferred; or extensive work background (School site work experience a plus)
- Understanding of insurance, loss control, claims handling and risk management is preferred, or a willingness to learn
- Excellent computer skills required
- Basic accounting skills
- Good verbal and interpersonal communication skills
- Ability and desire to learn new tasks
- Self-Motivator
- Ability to work with minimal supervision
- Ability to develop positive working relationships with a variety of groups
- Work closely with District staff and/or Facilities Department in gathering all invoices associated with losses
- Assist Administrator of VSIG in gathering applicable data for insurance renewal (i.e. payroll data, student counts, employee counts, property values, etc.)
- Work with transportation departments after an accident

- Run yearly MVR record checks for the District drivers
- Track all district drivers training and yearly MVR checks
- Keep the iVisions program up to date with driver information
- Follow up with employees regarding Online Driving training Certificates
- Tracking of all District property losses
- Tracking of all District auto incidents
- Tracking of all Non-Chip Student Injuries
- Work with all sites, VSIG and courts to track and obtain restitution
- Records requisitions and monitors status of vendor purchase orders relating to liability claims
- Submits appropriate paperwork and documentation to VSIG for reimbursements due to claims
- Visit and respond to school sites as needed regarding possible claims
- Reconcile and deposit restitution checks from courts if received at the District Office
- Accept Notice of Claims on behalf of VSIG (After the designated person has accepted on behalf of the district)
- Assist when needed collecting data at bus accident site
- Yearly school visits to all Administrative Assistants/Principals
- Notify proper District personal based on severity of incident
- Generate new or update existing forms as needed
- Review policies/procedures – obtain VSIG recommendations
- Other duties as assigned by VSIG

**Qualifications:**

- High School Diploma
- Excellent computer skills (word processing, excel, data base management, etc.)
- Office and organizational experience
- Ability to work independently with little supervision
- Excellent communication skills; ability to work with others; positive attitude
- Normal office environment with some sitting, walking, standing and minimal lifting

**Benefits:**

- Per the VSMG Employee Handbook
- Medical, Dental, Vision
- Paid Vacation, Holiday, Sick Leave and Personal Leave
- Arizona State Retirement System (ASRS), 457 Plan

**Send resume and cover letter to:**

Valley Schools Insurance Group

Attn: DeDe DeMoss

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Or email

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