

**SCHOOL DISTRICT OF JACKSON COUNTY**

**JOB DESCRIPTION**

**INSURANCE SPECIALIST**

**QUALIFICATIONS:**

- (1) Associate of Arts Degree with course work in accounting/business.
- (2) Must be able to travel to other District work sites.
- (3) Five years of work-related experience.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Demonstrate written and oral communication skills. Knowledge and ability to operate a personal computer. Knowledge of workers' compensation law, School Board policies, payroll procedures (insurance benefits, sick leave accumulation) and personnel procedures (retirement benefits, leave benefits, WC-1 for state). Knowledge of loss prevention and loss control. Ability to investigate and analyze workers' complaints, students' injuries and vehicle accidents.

**REPORTS TO:**

Administrator of Health and Safety  
Deputy Superintendent

**JOB GOAL**

To keep employees informed of benefits available and to coordinate the processing of enrollment, claims, and workers' compensation filing.

**SUPERVISES:**

N/A

**PERFORMANCE RESPONSIBILITIES:**

- (1) Aid schools and departments in developing, implementing and monitoring work practice safety procedures – monitoring losses.
- (2) Assist in safety training programs.
- (3) Prepare and maintain County-wide procedures, work practices and record-keeping requirement for workers' compensation.
- (4) Assist in loss control with school/departments to eliminate hazardous areas.
- (5) Prepare information for attorneys/claims representatives.
- (6) Issue workers' compensation checks.
- (7) Prepare and file property loss, liability, and student accident claims.
- (8) Use effective positive interpersonal communication skills.
- (9) Provide orientation and enrollment of employees and retirees in the group benefits program, including the flexible benefits plan.
- (10) Collect and forward payments of retiree premiums.
- (11) Perform monthly accounting/balancing of claims/premium payments.
- (12) Administer the District's COBRA Program.

**Board Approved April 20, 1998**  
**Amendment Board Approved April 15, 2003**  
**Amendment Board Approved May 21, 2013**

**INSURANCE SPECIALIST (Continued)**

- (13) Serve on the District's insurance committee and attend insurance consortium meetings as needed.
- (14) Coordinate the District's tax sheltered annuity program.
- (15) Oversee the use of Board facilities by outside agencies/groups and collect certificates of insurance when necessary.
- (16) Perform other incidental tasks consistent with the goals and objectives of this position.
- (17) Other duties assigned by the immediate administrator or supervisor.

**PHYSICAL REQUIREMENTS:**

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

**TERMS OF EMPLOYMENT:**

Approved Unit Compensation plan, pay grade 24-28  
12 months  
8 hours per day

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.