

JOB DESCRIPTION

Job Title	Deputy Director
Reports to	MABE Executive Director
FLSA Status	Exempt
Approved by	
Approval Date	

ORGANIZATIONAL VALUES AND POSITION PURPOSE

Serve public school boards and school systems. Champion local governance. Create collaborative relationships. Assist school systems and local boards by providing services they need to perform their responsibilities effectively and efficiently. Value the diversity that enriches our school communities. Champion educational equity and excellence for each student. Safe place to learn, laugh, share, and network.

DUTIES AND RESPONSIBILITIES

- Administer the three MABE Pooling entities, the Property Casualty Group Insurance Pool, the Workers’ Compensation Group Self- Insurance Fund and the Pooled OPEB Investment Trust.
- Work collaboratively with the MABE Executive Director to implement and enhance MABE programs and services for all MABE members.
- Sustain, develop and implement programs to provide MABE member boards with services needed increasing efficiency; and create non-dues revenue for MABE.
- Work collaboratively with each of the Pools’ Boards of Trustees to ensure their programs are secure, financially solvent, and responsive to member needs.
- Oversee and manage all Pooling functions including Claims, Risk Management, Underwriting, Finance, Information Technology, and Investments.

- Work with outside consultants or Lobbyists to understand Legislation which will impact any of the Pools. Prepare testimony and testify as necessary to protect the interests of the Pools.
- Work with consultants and professionals to prudently administer the OPEB Investment Trust within its established guidelines.
- Exercise appropriate settlement authority or distill information for necessary recipients according to terms of trustee policy and procedure.
- Supervise and oversee external Pooling partners including Counsel, consultants, brokers, reinsurers, excess insurers, financial auditors, actuaries, and lobbyists.
- Schedule, develop and coordinate quarterly business meetings for each Pool and annual Trustees retreats for the Group Insurance Pool and the Workers' Compensation Fund.
- Develop, have approved by each Pool Board and administer financially responsible budgets for each Pool annually.
- Effectively communicate by all means necessary with Pooling boards, Pooling member staff, Pooling member partners, consultants, brokers, reinsurers and regulators among many.
- Listen, respond, and handle all member questions, concerns and issues they deem appropriate, as necessary.
- Provide necessary training to Trustees regarding the operation of insurance Pools and communicate complex financial and insurance issues to these individuals who are staff within member school systems.
- Market each of the Pools to non-member school systems.
- Manage personnel and administrative matters on a day-to-day basis.
- Sustain and enhance relationships with current service providers.
- Such other and further duties may be assigned as necessary.

AUTHORITY

- Continually lead and inspire staff to the highest standards and best practices.
- This position has the ability to hire / fire and has the ability to change other employee's terms and conditions of employment.

QUALIFICATIONS

- Bachelor's degree, preferably in business administration, public administration, or a related field. Further education a plus.
- Experience involving the operation of insurance programs or Pooling and/or education administration; with 5 to 7 years of progressive management experience.
- Microsoft Office experienced.

EMPLOYEE ACKNOWLEDGMENT

I hereby certify that I have reviewed the attached description of my position and agree to perform the duties described therein.

Employee Printed Name _____

Date: _____

Employee Signature _____

It is the policy to provide equal employment opportunity (EEO) to all persons regardless of age, color, national origin, citizenship status, physical or mental disability, race, religion, creed, gender, sex, sexual orientation, gender identity and/or expression, genetic information, marital status, status with regard to public assistance, veteran status, or any other characteristic protected by federal, state or local law.