

## POSITION DESCRIPTION

Special Districts Association of Oregon believes that each employee makes a significant contribution to our success. That contribution should not be limited by the assigned responsibilities. Therefore, this position description is designed to outline primary duties, qualifications, and job scope, but not limit the incumbent nor the organization to only the work identified. It is expected that each employee will offer his/her services wherever and whenever necessary to ensure the success of SDAO.

**Title**: Sexual Abuse and Molestation (SAM) Prevention Specialist

**Department**: Risk Department

**Classification**: Exempt

**Reports To:** Risk Manager

**Pay Grade/Range**: $80,929.60 - $94,676.37

**Pay Equity Group**: 4815653455123

**Effective Date**: July 1, 2020

X New position  Position change  Updated with annual evaluation

**General Position Summary:**

The SAM (Sexual Abuse and Molestation) Prevention Specialist works with all PACE members to develop strategies for preventing sexual abuse and molestation claims in a variety of educational institutions, such as K-12, charters, community college etc. The position will also work with SDAO, OSBA, legislators, OEA, ODE, TSPC and educational providers around the State to develop the same strategies.

**Essential Functions/Major Assignments:**

* Independently conducts highly technical on-site visits of PACE members with the objective being to identify risks and loss exposure
* Investigates methods and develop plans to eliminate SAM claims.
* Assist PACE members with the development of work plans that focus on preventing SAM exposures for educational entities; providing input to help grow their risk culture in a positive way.
* Analyze statistical data for the purpose of identifying root causes and trends.
* Identify and analyze PACE membership risk exposures and determine what risk management techniques can be used to help eliminate or reduce frequency and severity of SAM claims.
* Will work effectively with, and respond to, people from diverse cultures and backgrounds.
* Will work collaboratively with a variety of educational providers and associations to address the challenges and provide guidance and support in the prevention of SAM.
* Will work effectively and collaboratively with SDAO and OSBA staff to prevent SAM exposures in educational institutes.
* Assist the various educational bodies with implementing all policies and/or rules governing SAM and utilize effective, proactive behavior management skills in all school settings.
* Provide input on legislative changes and work effectively with lobbyists
* Maintain accurate, complete, and confidential records as required by law, OSBA policy, and administrative regulations.
* Maintains current awareness of existing, new, and revised applicable statutes, codes, regulations, insurance coverage and rules related to SAM in education.
* Attend and participate in staff meetings at SDAO, OSBA and PACE.

**Secondary Functions:**

* All other duties as assigned.

**Job Scope:**

* The SAM Prevention Specialist will regularly be required to analyze problems or concepts and make decisions based on the information for the members of PACE.
* The SAM Prevention Specialist will have regular and distinct impact and influence on the operations and program development with the members of PACE.
* Some program or policy development affecting the PACE members and its offerings is part of the job responsibility.
* Must work with a high degree of independence for both regular work and special project work that may require extensive decision-making.
* Will have on-going planning and goal-setting responsibilities that may in include several alternatives or obstacles to overcome to successfully complete the planned work; plans must have long term view and consideration on the impact or results.

**Supervisory Responsibility:**

* None

**Interpersonal Contacts:**

* The SAM Prevention Specialist will have regular communication via a wide variety of mediums with person(s) both inside and outside of PACE to exchange ideas, present ideas, gather information and develop programs.
* There is a regular need for the design and development of multiple programs and related processes and procedures which may include the generation of new ideas and development of original work.

**Specific Job Ability:**

* Considerable knowledge and ability to effectively communicate risk prevention principles and practices related to SAM exposures.
* Ability to communicate complex subjects and sensitive information, inclusive of presenting such information to large diverse groups, individually and to a very broad audience.
* Ability to present effectively at all levels and group sizes inclusive of high level meetings and national conferences; may present to high level government bodies/individuals such as the Superintendent of ODE or the Governor.
* Ability to collect, analyze and interpret data and recommend sound policies and practices based on that data.
* Advanced skill in developing and delivering training programs; must be able to be innovative, creative and able to advance ideas and programs to being instituted.
* Must be able to make independent decisions and manage complex work, often with urgency; must be self-directed and able to take initiative with little direction provided
* Must posses the skills and ability to develop programs, trainings and presentations from the ground up while expanding upon the overall role of the SAM Prevention Specialist
* Must be able to travel inclusive of attending and participating at a number of conferences throughout the year.
* Must have advanced computer skills and ability to utilize Microsoft Office programs such as Outlook, Power Point, Excel, etc.

**Specific Job Effort:**

* There is a regular need for assessment of risk, analysis of options and decisions without complete information.

**Education, Experience, and Certification/Licensure:**

**Required**

* Bachelor’s degree in an education related field, Public Administration, Business Management or closely related field
* Minimum of ten years of experience working within the education system; examples of the types of positions that would acquire such experience include as an attorney, administrator, teacher, risk manager, school resource officer or in a closely related function.

OR

* An equivalent combination of education, training, and experience sufficient to successfully perform the essential duties of the job

**Desired**

* Associates of Risk Management (ARM) Certification

**Job Conditions:**

* This position operates in a professional office environment. The position is primarily working out of our Salem location but there is flexibility to work out of the Tigard office and from a home office.
* Position requires travel both locally and within the state on a varied schedule depending on demand, inclusive of overnight travel.
* Routinely uses standard office equipment, especially computers and mobile devices
* In performance of the duties of this job, the employee is occasionally required to stand; walk; sit; use hands and fingers, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; talk or hear; and drive an automobile.
* The employee must occasionally lift or move office products and supplies up to at least   
  50 pounds
* Typical work hours are between Monday through Friday from 8:00 am to 5:00 pm; however, this position requires independence in establishing own working schedule which may fall outside of typical office hours
* The work schedule occasionally fluctuates based on organization or customer needs.   
  This fluctuation may occur with or without prior notice.

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Employee Signature Date

(*The signature of the employee indicates this document has been read and is understood.)*

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Supervisory Approval Date

(The signature of the Supervisor confirms the assignment of work to the employee.)