

**KERN COUNTY SUPERINTENDENT OF SCHOOLS**  
**APPROVED JANUARY 2026**  
**SALARY SCHEDULE: #21**  
**CLASSIFIED ADMINISTRATIVE – OVERTIME EXEMPT**  
**CODE: 2, 3, 6, 8**

**SENIOR DIRECTOR – SELF-INSURED SCHOOLS OF CALIFORNIA (SISC)**  
**PROPERTY & LIABILITY**

**DEFINITION**

Under direction of the Executive Director, the Senior Director – SISC Property and Liability will oversee a caseload of complex liability claims within the SISC liability program. The role provides strategic guidance on claim defense, manages and evaluates defense counsel, develops litigation and settlement strategies and represents SISC in settlement and trial activities.

**EXAMPLES OF DUTIES**

Work closely with the claims team, Executive Director, defense attorneys, and SISC members to ensure appropriate management of legal matters related to the liability program;

establish and monitor appropriate claim reserves;

monitor and assess litigation trends and data impacting SISC;

exercise oversight of defense counsel for compliance with applicable litigation management guidelines;

as needed, schedule and manage “round-table” meetings with defense counsel and SISC members for case review and evaluation;

direct assignment of defense counsel when necessary;

assist SISC members with claims-related questions;

provide direction on litigation management;

attend settlement conferences, mediations and arbitrations as necessary;

provide and obtain settlement authority within established guidelines;

monitor and approve trial preparation activities by defense counsel;

evaluate and recommend cases appropriate for mock trials, focus groups or other pre-trial preparations;

perform post-trial analysis on all verdicts and identify learning issues for internal management discussion;

provide comprehensive written opinions and strategic guidance to management and senior management;

review relevant claims to determine if SISC's Memorandum of Coverage covers the loss;

draft well-written, detailed, clear and concise coverage letters for members or opinion memoranda for management;

act as the lead resource in claims coverage determinations and assist in drafting notices as may be required;

assign Coverage Counsel when necessary;

review claims with exposure to loss for SISC;

evaluate coverage, causation, liability and damages; and establish timely case reserves for both indemnity and defense expenses;

monitor and update the Litigation calendar in SISC's claim system;

identify claims for Reinsurance reporting purposes as outlined by the contracts and in consultation with the Executive Director;

review and evaluate life care plans, expert reports, and attorney analysis and in conjunction with management, develop recommendations as to whether claims should be settled;

maintain and document claim files accurately and in a timely fashion;

develop and implement specific action plans to correct deficiencies in claim system fields and reports;

prepare and complete execution of documents necessary to resolve SISC's claims obligations to members and plaintiffs;

supervise and evaluate assigned staff;

perform other related duties as assigned.

#### **MINIMUM QUALIFICATIONS**

Knowledge of:

Principles and practices and expert technical ability in the administration, case management and evaluation, litigation management, and resolution of highly complex large value personal injury claims and lawsuits, employment practices liability claims and lawsuits, and other educational liability claims and lawsuits;

legal principles and law applicable to claims and lawsuits made against SISC members;

methods of collecting and organizing data and information;

record-keeping and report preparation techniques;

generally accepted personnel practices and procedures;

English usage, spelling, grammar and punctuation;

office procedures, methods and technology including databases, software, spreadsheets, and processing systems.

Ability to:

Understand current business processes and systems and how they affect and contribute to the goals of the SISC program;

display strong communication, litigation management, adjudication, negotiation and presentation skills;

exercise sound judgement;

display a high level of professionalism;

collaborate effectively with member districts, defense counsel, adjusters, and internal partners;

effectively interact with all levels of internal and external business partners;  
deal with ambiguous situations and issues;

provide oral and written communication skills including the ability to explain technical terms clearly and effectively to a non-claims/litigation audience;

use interpersonal skills with tact, patience and courtesy;

provide team orientation and ability to work collaboratively and collegially with members of SISC's board, SISC staff, members of the professional community and the general public;

work with minimal general supervision;

institute an attitude and workstyle that leads to continuous quality improvement;

maintain excellent organizational, time management and recordkeeping skills;

provide current, direct, complete and actionable feedback to others;

work effectively with related computer applications;

learn quickly, remain calm and resilient under pressure, adapt to a rapidly changing environment and demonstrate a sense of urgency;

organize, prepare, and summarize information for presentations and reports;

make effective oral and visual presentations and prepare memos and other communication material.

**Experience:**

A minimum of five (5) years of increasingly responsible experience working in casualty insurance claims adjusting, reporting, management and settlement work.

Previous experience managing litigation counsel required.

A minimum of three (3) years of supervisory experience.

Knowledge of Public entity claims and California Government Code preferred.

**Education:**

Bachelor's degree from an accredited college or university required.

Completion of specialized educational training and courses related to underwriting, risk management, insurance claims adjusting, reporting, settlement, and management preferred.

**Conditions of employment:**

Some positions may require proof of privately owned automobile insurance and possession of a valid California Motor Vehicle operator's license which must be maintained for the duration of the assignment.

Fingerprint clearance by both the Federal Bureau of Investigation and the California Department of Justice is a condition of appointment after all other required job conditions have been met.

Must present verification of completion of Child Abuse Mandated Reporter training or obtain verification within six (6) weeks of hire and annually thereafter, as required by the California Child Abuse and Neglect Reporting Act.

This position is overtime exempt and has a probationary period of one year.

CP:rn

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