

TULOSO-MIDWAY ISD – JOB DESCRIPTION

Job Title: Natatorium Coordinator / Head Swim Coach **Exemption Status/Test:** Exempt

Reports to: Athletic Director

Date Revised: May 2025

Dept./School: Athletics / High School

Primary Purpose:

Responsible for the day-to-day operation, maintenance, scheduling, and administration of the natatorium aquatic facility. Ensure that all appropriate water health and safety standards are maintained. Provide instruction and coach students to develop skills and ability to excel in swimming. Contribute to education program as a whole and to growth of students involved in athletics.

Qualifications:

Education/Certification:

Bachelor's Degree (Master's preferred)

Valid Texas teaching Certificate (preferred)

Valid American Red Cross Lifeguard Instructor and Profession Rescuer Certifications

Current first aid, cardiopulmonary resuscitation (CPR), and automated external defibrillator (AED) certificate

Certified Pool Operator certification

Clear and valid Texas commercial driver's license with Passenger (P) and School Bus (S) endorsements

Special Knowledge/Skills:

Knowledge of principles and practices of operating an aquatic facility

Knowledge of supplies, equipment, service ordering and inventory control

Knowledge of optimal swimming pool water chemistry, temperature, and cleanliness standards

Knowledge of federal, state, and local regulations, policies, and guidelines for the operation of public swimming pools

Knowledge of certification standards in aquatics

Knowledge of coaching techniques and procedures

Knowledge of University Interscholastic League (UIL) rules

Ability to instruct and supervise student athletes

Strong organizational, communication, and interpersonal skills

Experience:

Three (3) years pool operations experience

Five (5) years of coaching swim (preferred)

Major Responsibilities and Duties:

Natatorium Operations

1. Oversee and coordinate the scheduling and maintenance of the facility.

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2. Oversee the maintenance of the swimming pool(s) to include chemistry, climate control, cleanliness, and related maintenance.
 3. Ensure all appropriate water, environmental, health, and safety standards are maintained; ensure swimming pool(s) are compliant with all local, state, and federal requirements and current on all necessary certifications required for operation.
 4. Work cooperatively and maintain effective communications with campuses, coaches, outside clubs, and community organizations.

Budget, Inventory, and Equipment

5. Develop and administer budget for areas assigned based on documented needs and ensure that operations are cost effective and funds are managed wisely.
6. Oversee requisitions for procurement of supplies and equipment and work orders for facility repair.
7. Maintain a current inventory of supplies and equipment and recommend disposal and replacement of equipment.
8. Ensure daily deposits of all monies received from concessions and other fees if applicable.

Policy, Reports, and Law

9. Implement the policies established by federal law, state law, State Board of Education rule, and local board policy in area of athletics.
10. Compile, maintain, and file all reports, records, and other documents required.
11. Ensure employee time records are accurately maintained and data necessary to process payroll is delivered in a timely manner.
12. Follow district safety protocols and emergency procedures.

Other

13. Other duties as assigned.

Supervisory Responsibilities:

None

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used:

Posture: Prolonged standing; frequent kneeling/squatting, bending/stoop, pushing/pulling, and twisting

Motion: Continual walking; occasional climbing (ladder), grasping/squeezing, wrist flexion/extension, reaching/overhead reaching

Lifting: Frequent moderate lifting and carrying (15–44 pounds)

Environment: Work inside and outside natatorium environment; exposure to weather, extreme humidity, noise, vibration, biological hazards, chemical hazards (fumes, vapors, gases), electrical hazards; work with hands in water; work around machinery with moving parts; work on slippery surfaces. Occasional districtwide travel.

Mental Demands: Work with frequent interruptions; maintain emotional control under stress

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.