MONONA GROVE
SCHOOL DISTRICT

5301 Monona Drive, Monona, WI 53716 P: 608-316-1917 F: 608-221-7688 www.mononagrove.org

Position Description

Position Title:	Private Lessons Instructor
Department / Location:	Aquatics / High School Pool
Reports to:	Aquatics Supervisor
Employees Supervised:	None
Classification:	12-month
Status:	Non-exempt
Created / Revised:	May 2025
Board Approved:	N/A

Position Summary

Private lessons are 1 instructor to 1 student, semi-private lessons are 1 instructor to 2 students. Lessons may not be run during the times MGHS group lessons are running. Private lessons may follow ARC lessons or special requests.

Essential Functions and Responsibilities

1. Responsible for the safety of the participants.
2. Responsible for the care and return of all equipment.
3. Responsible for teaching lessons to a variety of ages/abilities and requests.
4. Communicate with the Aquatic Supervisor on a regular basis.
5. Prepared to react in emergencies.
6. Maintain proper supervision of participants during scheduled classes.
7. Attend meetings as required.
8. Observe, enforce and be able to explain all facility rules and regulations.
9. Serves as a positive example for the participants and staff members.
10. Fill out proper forms for lessons.
11. Make sure all participants have paid and initial each time they come to swim.
12. Required to be on deck, teaching the entire time of the lesson.
13. Responsible for the scheduling of lessons and knowing the current pool schedule.
14. Responsible for the communication with participants
15. Regular and reliable attendance.

Knowledge, Skills and Abilities

1. Ability to speak clearly and project voice.
2. Ability to work with the public and assume responsibility for the safety of others.
3. Must be motivated and have a positive attitude.

4. Excellent interpersonal skills and communication skills in a variety of settings and ages.
5. Demonstrated ability to build and maintain positive relationships with staff, students and families.

Working Conditions

1. Indoor pool environment

Physical Requirements

1. Be in good physical condition, have good verbal communication skills, show initiative, be dependable, show enthusiasm, and have a desire to serve the public.

Education and Experience

1. Must be at least 15 years old. Must have experience as a swim instructor.

Licenses and Certifications

1. American Red Cross Water Safety Instructor certification required within 1 year of hire.

EEO Statement

The MGSD does not discriminate on the basis of age, race, sex or sexual orientation, marital status, handicap, national origin, creed, arrest or conviction record, ancestry, member of military reserve, or any other reason prohibited by state or federal law.

Acknowledgement

By signing this job description, I acknowledge that I have read and understand the duties, qualifications and requirements of the position. My signature further attests that I am able to perform the essential functions of this position with or without a reasonable accommodation. I understand that this job description does not represent a contract of employment and that the Monona Grove School District reserves the right to change duties, responsibilities or activities with or without notice.

Employee Signature

Date Signed

Disclaimer: This position description is subject to change at any time.