



MONONA GROVE

SCHOOL DISTRICT

5301 Monona Drive, Monona, WI 53716

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www.mononagrove.org

Position Description

Position Title:	Swim Instructor
Department / Location:	Aquatics / Monona Grove High School Pool
Reports to:	Aquatics Supervisor
Employees Supervised:	None
Classification:	Non-exempt
Status:	12 month
Created / Revised:	February 2025

Job Purpose

Swim Instructors will lead fun, innovative, safe swim lesson classes. Work schedule varies on availability and swim lesson sessions.

Essential Functions and Responsibilities

- Teach specific swimming skills to participants of diverse backgrounds, ages, levels according to MG Pool standards.
- Maintain proper supervision of class participants.
- Create a non-threatening environment encouraging all participants to achieve program goals.
- Cover all program skills in allotted times.
- Demonstrate all required skills at all levels. Must have the ability to make proper corrections on inefficient strokes.
- Provide positive and constructive feedback to all participants and parents.
- Provide progress report on Week #5 of swim lessons, report cards for each participant at the end of each session.
- Begin and end class on time.
- Must be at the pool 15 minutes before class starts.
- Be prepared for each lesson by getting and returning equipment you need for class.
- Provide a detailed lesson plan for a substitute teacher, should you require one.
- Substitute for staff as needed.
- Complete other tasks as assigned by the Aquatics Supervisor.
- Communicate with the Aquatics Supervisor on a regular basis.
- Handle public concerns, problems or suggestions in a calm, professional and courteous manner.
- While on duty, staff must wear appropriate uniform.
- Understand, comply with, and enforce all staff and pool policies, rules, and regulations set forth by the State Health Department and the Aquatics Supervisor.
- Prevent accidents and injuries by eliminating hazardous situations.
- Recognize and respond quickly to all emergencies.
- Attend all staff meetings and in-service trainings.

- Must be motivated and have a positive attitude.
- Whole head will be wet every class. Be prepared to go under water each class.

Knowledge, Skills and Abilities

- Have thorough knowledge of swimming techniques, skills, strokes and water safety practices. Must be able to demonstrate the skills taught in the American Red Cross preschool and youth levels.
- Possess and demonstrate leadership skills, public relation skills, and decision-making skills.

Physical Requirements

- 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

- Must be 16 years old.
- Previous teaching experience preferred, not required.

Licenses and Certifications

- WSI/YSL preferred, not required. Must be WSI certified 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