

CENTRAL UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

Position: Aquatics Director

Reports to: Department Administrator

Classification: Classified Supervisory

FLSA: Exempt

Range: Classified Supervisory Salary Schedule

EDUCATION AND EXPERIENCE

Education and/or Experience:

Posses a Bachelor's degree or equivalent from an accredited college or university with major course work in physical education, recreation, or a related field. Five years increasingly responsible experience in assigned program area such as aquatics or recreational program.

Licenses and Certificates:

Requires valid California Driver's License; valid First Aid and CPR certificate issued by the American Red Cross; Scuba Diving Certificate; Life Guard Certificate.

Condition of Employment:

Insurability by the District liability carrier.

SUMMARY

Under the supervision of higher level, supervisory or academic staff supervises, assigns, reviews, participates in the work of staff responsible for providing District and community services aquatics programs, and performs a variety of technical tasks relative to the assigned program. Exercises direct supervision over technical and clerical staff.

SPECIFIC RESPONSIBILITIES

1. Plans, prioritizes, assigns, supervises and reviews the work of the staff responsible for implementing school and community services aquatics programs.
2. Participates in the selection of community services staff; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline procedures.
3. Recommends and assists in the implementation of goals and objectives; establishes schedules and methods for providing school and community services; implements policies and procedures.
4. Prepares various reports on operations and activities.
5. Participates in the preparation and administration of the assigned program area budget; submits budget recommendations; monitors expenditures.
6. Confers with and provides assistance to community groups concerning fund-raising activities and programs.
7. Provides assistance and consultation to the District schools regarding assigned programs; assists in developing components of school programs in assigned area.
8. Promotes assigned activities and programs within the school and community.

This position is exempt from overtime provisions of the Education Code. (See Sections 45128 and 45130.)

Job Description approved by Board of Trustees: 01/26/99

Salary approved by Board of Trustees: 02/09/99

9. May manage and coach the Central Swim Club; coordinates District involvement in U S Senior and age group competitive aquatics programs; works with CIF to advance the competitive aquatics program.
10. Perform related duties and responsibilities as required.

SPECIFIC QUALIFICATIONS

Should possess personal characteristics generally recognized as essential for good public employees including integrity, initiative, dependability, courtesy, good judgment and ability to work cooperatively with others.

Knowledge of:

- Principles of supervision, training and performance evaluation.
- Basic goals and objectives of a comprehensive school district program such as aquatics or other assigned community service program.
- Operations, services and activities of a community service program.
- Technical aspects of field of specialty.
- Modern and complex principles and practices of assigned program specialty.
- Pertinent Federal, State and local laws; codes and regulations.
- Health and safety regulations.
- Materials, equipment, terminology used in assigned program.
- Standard safety precautions.

Ability to:

- Supervise, organize and review the work of technical and clerical personnel.
- Read, interpret and apply pertinent laws, rules, regulations, policies and procedures.
- Plan and organize work to meet schedules and time lines.
- Prepare clear and concise reports.
- Establish and maintain effective working relationships with those contacted in the course of work including District officials, parents, students and the general public.
- Communicate clearly and concisely, both orally and in writing.

This position is exempt from overtime provisions of the Education Code. (See Sections 45128 and 45130.)

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