

## **CENTRAL UNIFIED SCHOOL DISTRICT**

## **POSITION DESCRIPTION**

**Position:** Aquatics Site Supervisor

**Reports to:** District Athletic Director

**Classification:** Classified Supervisory

**FLSA:** Exempt

**Range:** Classified Supervisory Salary  
Schedule

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### **EDUCATION AND EXPERIENCE**

Education and/or Experience:

Graduation from an accredited college or university with a Bachelor's degree in physical education, recreation, or a related field; Master's degree or equivalent preferred. Two years of increasingly responsible experience in an 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 the Athletic Director 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.

### **SPECIFIC RESPONSIBILITIES**

1. Coordinate, implement and monitor the daily activities of the Aquatics program and coach developing groups for grades K-8; organize and oversee extracurricular, recreational, and educational activities; assure the safety and well being of participants.
2. Administrative work such as billing, meet entries, inputting new members and pool scheduling for the district.
3. Responsible for Booster and/or Aquatics Club Teams.
4. Implement and supervise district wide swim lessons and Instructional Water Safety Training (IWS).
2. Participates in the selection of community services staff; provides or coordinates staff training;
3. 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.) rr 1.5.14

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:

- 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:

- Coordinate, implement and monitor the daily activities for the Aquatics program
- 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.