

Ontario–Montclair School District

CLASS SPECIFICATION
Special Education – Lifeguard
Range 32

GENERAL PURPOSE

Under general supervision, assists the teachers and Special Needs Program Assistants with a wide variety of special needs students in the aquatic program; performs a wide variety of training duties involving immediate contact and close supervision of students in the pool; performs related work as required.

DISTINGUISHING CHARACTERISTICS

The Special Education Lifeguard is distinguished from the Special Needs Program Assistant in that the incumbents in the former class are primarily in a monitoring role of overall aquatic safety in addition to assisting students, as the latter class may interact with students conducting learning activities in the pool as part of the program assistant duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class. There will typically be an assigned schedule for these duties.

1. Protects the safety of everyone in and around the pool; Assists in the instruction of aquatic skill development; Supervise children in the swimming pool and dressing room.
2. Assists in diapering or assists students with undressing and redressing of their clothing before and after pool use.
3. Learns the behavioral characteristics and medical needs of each student including allergies, seizures and medication needs; Communicates with children and motivates them to participate in the learning environment. Assists in recording progress on program forms/online.
4. Monitors appropriate chemical levels and equipment operation of the pool; Maintains the cleanliness of the pool deck, flotation equipment and pool toys as well as maintaining the cleanliness of the Laundry Room; Washes the used towels, bathing suits and other needed supplies.
5. Maintains and inventories equipment needed for aquatics classes. Notices the appropriate personnel (i.e. principal, teachers, district maintenance, transportation and school sites) when pool is inoperative.
6. Performs Special Needs Program Assistant responsibilities when the pool is not in use or inoperable.

7. Assists with student personal hygiene and grooming needs, including toilet training and changing diapers and clothes in the event of accidents.
8. Assists students with eating and other personal physical needs; assists students with the use of wheelchairs, walkers, gait trainers and lifts.
9. Assists students in boarding and exiting of school buses and vans; assists school bus drivers as needed.
10. Assists students in accessing and departing school sites; assists students in the utilization of school site facilities.
11. Assists teachers in lunchroom and playground supervision.
12. Assists in keeping facilities neat, clean and safe.
13. Following approved training and District policies, provides emergency medical first aid to severely disabled students.
14. Assists teachers in the implementation of a functional skills curriculum specially designed for severely handicapped students.
15. Assists in maintaining a clean and orderly learning environment to ensure the health and safety of students.

OTHER DUTIES

1. Attends a variety of meetings, workshops and seminars as requested.

QUALIFICATIONS

Knowledge of:

1. Basic Water Safety practices and procedures.
2. How to differentiate training for special needs students.
3. Personal hygiene practices and procedures.
4. Procedures and practices of classroom and playground safety.
5. Conflict resolution methods and techniques.

6. Correct English usage, including spelling, grammar and punctuation.

Ability to:

1. Understand the needs of children and possess a genuine liking for children.
2. Communicate with children and motivate them to participate in learning activities.
3. Learn to teach in special subject matter areas or to teach children who have learning needs by watching teachers or specialists.
4. Develop and maintain cooperative and effective working relationships with children and adults.
5. Understand and carry out oral and written instructions.
6. Supervise children in the pool and dressing room and out-of-doors.
7. Use tact, discretion, courtesy and patience in dealing with sensitive and difficult students and situations.
8. Assist students in developing self-help, social and daily living skills, including eating, dressing, toileting and personal grooming.

Education, Training and Experience:

Graduation from high school or GED equivalent with Certificate of Competency; and at least one year of experience working with special education children in an organized setting; or some combination of education, training and experience that produces the requisite knowledge and abilities.

Licenses; Certificates; Special Requirements:

Valid California Driver's License

A current certificate from an American Red Cross, YMCA, or the USA Lifeguard training program, or have equivalent qualifications.

A current Community CPR/First Aid Certificate.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this class, an employee is regularly required to stand, walk and sit; talk or hear, both in person and by telephone; use hands to finger, handle or feel objects or controls; reach with hands and arms. An employee also is regularly required to stoop, kneel, bend, crouch or crawl, climb or balance and lift up to 100 pounds as this relates to lifting of older students in and out of wheelchairs, in and out of the pool as well as moving, lifting or carrying equipment. Specific vision abilities required by this job include close vision, distance vision, depth perception, color vision and the ability to adjust focus.

Mental Demands

While performing the duties of this class, the employee is regularly required to use written and oral communication skills; read and interpret information; analyze and solve problems; observe and interpret people and situations; use basic math; learn and apply new information or skills; work under intensive deadlines and interact with District faculty, staff, parents, students and others encountered in the course of work.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee works in an indoor pool setting, and may encounter wet floors. The noise level is moderate. The employee may occasionally work outdoors and the noise level is moderate to loud.

Board Approval: March 10, 2016