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:	Swim Lesson Supervisor
Department / Location:	Aquatics / Monona Grove High School Pool
Reports to:	Aquatics Supervisor
Employees Supervised:	Swim lesson staff
Classification:	Non-exempt
Status:	12-month
Created / Revised:	April 27, 2026

Position Summary

The Swim Lesson Supervisor is responsible for overseeing swimming lessons and swimming lesson staff during regularly scheduled lessons while working under the Aquatics Supervisor. The position will assist the Aquatics Supervisor with any special projects and will be expected to perform all essential functions as outlined below.

Essential Functions and Responsibilities

1. Please see Job Description for Head Swim Instructor and Swim Instructor.
2. Proficient in Sportsman on-line registration program within 1 month of hire.
3. Scheduling of staff.
4. Recruiting of new staff.
5. Meeting every session on week 7 with the Aquatic Supervisor.
6. Be on deck, visible to participants, parents and instructors 15 minutes before classes start, be available 15 minutes after classes end as well as the first and last 10-15 minutes of each class.
7. Handle public concerns, problems or suggestions in a calm, professional and courteous manner.
8. Observe instructors and students by rotating around pool deck/levels, make any changes in students and levels on week #1.
9. Help with lane set up and equipment.
10. While on duty must wear an appropriate uniform.
11. Complete other tasks designated by the Aquatics Supervisor.
12. Lead swim lesson instructor meetings 15 minutes before classes start the 1st week of every session.
13. Lead Swim Lesson Instructor In-services.
14. Have progress reports, swim lessons report cards ready for instructors every session, and check both before handing them out to parents.

15. Collect all swim lesson report cards and rosters every session. Make sure P is on the rosters for children who passed, that all report cards have a level for children to sign up for the next session, and skills are checked off on rosters.
16. Assist with coordinating swim instructor coverage for unexpected absences by contacting available staff to support minimum staffing requirements. May assist with coverage when available. Escalate to the Aquatics Supervisor if coverage cannot be secured.
17. Keeping parents/guardians in appropriate viewing areas
18. Teach lessons in cases of instructor's absences.
19. Disciplinary action with staff-calling/texting if they are late and informing of meeting with the Aquatics Supervisor.
20. Orientation of new employees.
21. Help test participants on the final days of classes.
22. Answer patron's questions or direct them to the Aquatic Supervisor.
23. Coordinate/communicate all messages and situations with the Aquatic Supervisor.

Knowledge, Skills and Abilities

1. Understand, comply with, and enforce all staff and pool policies, rules and regulations set forth by the State Health Department and the Aquatics Supervisor.
2. Must be polite and respectful while working closely with co-workers.
3. May be required to aid in conflict resolution between instructors, participants, and parents.
4. Must exhibit excellent problem-solving abilities and good safety awareness.
5. Must be motivated and have a positive attitude, have great customer service and communication skills.
6. Set a positive example for the rest of the staff to follow.

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. 21 years or older preferred.
2. 3 years or more experience teaching swim lessons required.

Licenses and Certifications

1. Current WSI certification and ARC Lifeguard certification required.

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

Taylor Prairie School | Cottage Grove School | Granite Ridge School | Winnequah School | Glacial Drumlin School | Monona Grove High School | MG21 Charter School