Carroll Independent School District
Job Description

JOB TITLE:  Asst HS Swim Coach/Adm Duties  Pay Grade:  000
Supervisor: Aquatics Manager  Employment Days: 226
Department: Aquatics  Wage/Hour Status: Exempt

MISSION:
Building on a Dragon tradition of excellence, the Carroll Independent School District will foster a safe, caring, and creative learning environment that inspires students to realize their full potential as they positively impact the world around them.

JOB SUMMARY:
This position is responsible for managing the daily operations, maintenance, and safety of Aquatic Center. This job will also be part of leadership team that directly supervises all when in the facility.

QUALIFICATIONS:
- Certified Pool Operator or attain within one year of employment
- Current American Red Cross or Ellis CPR, First Aid and Water Safety certifications
- Three years aquatic experience
- Texas Teacher certification
- Knowledge of Texas Swimming Pool Codes
- Skill in dealing effectively with questions and complaints from the public
- Ability to establish and maintain effective working relationships with program staff, maintenance staff, co-workers, and the public
- Have or can attain American Red Cross Lifeguard Management Certification or higher within six months
- Such alternatives to the above qualifications the Board of Trustees may find appropriate and acceptable.

MAJOR RESPONSIBILITIES:
- Manage daily operations of the aquatic center.
- Design a full safety protocol for the entire staff at the Aquatic Center as directed by the CISD Administration.
- Audit safety preparations and orientation for all staff at the aquatic center.
- Maintain all safety record documentation and ensure all staff is current on required safety training certifications.
- Train and prepare the entire staff for safety expectations and emergencies.
- Administer all lifeguard training for the aquatic center.
- Oversee preventative maintenance and repair operations for aquatic center.
- Maintain appropriate records regarding employees, pool chemistry, and safety.
- Coordinate with appropriate agencies and oversee staff development and training requirements.
• Oversee the operation of the pool’s recirculation equipment including water testing, backwashing, and troubleshooting.
• Oversee the lifeguard program inclusive of lifeguard training, recruitment, and evaluation.
• Conduct in-service training and safety drills.
• Support the disciplinary actions of the head lifeguards and administers further disciplinary actions as needed to keep the facility safe and efficiently managed.
• Assure the maximum safety of pool patrons.
• Review appropriate detailed report forms for all incidents, accidents, and disciplinary actions.
• Keep up-to-date inventory of all equipment and supplies.
• Oversee preparation of requisitions for procurement of all supplies and equipment for the pool as well as repair needs.
• Keep abreast of innovative practices.
• Be adaptable and flexible in acceptance of changes in techniques and procedures.
• Maintain a professional level of confidentiality regarding all district matters.
• Uphold and adhere to safety rules.
• Support the goals and objectives of the district and follow district policies.
• Perform other duties as assigned.

EQUIPMENT USED:
Personal computer, telecommunication, and other equipment such as LCD panel projections, overhead projectors, slide projectors, VCR, tape recorders, calculators, fax machines and copiers. Other aquatic materials as appropriate.

MENTAL DEMANDS:
This individual should be a self-motivated starter; perform tasks with little or no supervision; maintain a proactive attitude when establishing relationships among district personnel; and maintain emotional control under stress.

PHYSICAL DEMANDS/ENVIRONMENTAL FACTORS:
This position will require approximately 25% walking; 50% standing/sitting and 25% lifting; carrying up to 25 lbs; and stooping/bending.

THE REFERENCED STATEMENTS DESCRIBE THE GENERAL CHARACTERISTICS, QUALIFICATIONS AND PERFORMANCE RESPONSIBILITIES OF THIS POSITION, HOWEVER, ADDITIONAL REQUIREMENTS MAY BE STIPULATED DURING THE TERM OF ASSIGNMENT.

REVIEWED BY: ______________________________________ DATE: __________
(Director of Personnel)

APPROVED BY: ______________________________________ DATE: __________
(Assistant Superintendent for Administrative Services)

Date Created: 5/2017 Date(s) Revised: 5/2018