

Carroll Independent School District Job Description

JOB TITLE:	Aquatics Clerk (part-time)	Pay Grade:	0A1
Supervisor:	Aquatics Manager	Employment Days:	260
Department:	Aquatics	Wage/Hour Status:	Non-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 will be committed to those actions that bring about an individualized and personalized education which challenges each student. This position will be the primary receptionist at the Aquatics Center disseminating information to the public about pool programs and scheduling and to be responsible for handling program fees.

QUALIFICATIONS:

- Effective interpersonal skills.
- Excellent oral and written communication skills.
- Previous office experience, preferred

MAJOR RESPONSIBILITIES:

- Monitor access to the pool deck and grandstands at the Aquatic Center.
- Communicate with pool patrons, parents, and community members in a professional and courteous manner.
- Promote and support aquatics activities by being knowledgeable of current programs.
- Refer patron complaints to the Head Lifeguard, Head Swimming Coach, or other program manager.
- Report all vandalism, thefts and inappropriate conduct to the Aquatics Manager and/or designee.
- 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:

Standard office equipment including computer and peripherals and other instructional equipment.

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 Services)

APPROVED BY: _____ DATE: _____
(Assistant Superintendent for Administrative Services)

Date Created: 7/1/2003	Date(s) Revised: 9/2019
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