

Carroll Independent School District Job Description

JOB TITLE: **Assistant Age Group Coach / Aquatics Clerk** Pay Grade: 0A2

Supervisor: NTN Head Coach/Program Manager Employment Days: 260

Department: Aquatics Employment 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 assist the NTN Head Coach/Program Manager and Head Age Group Coach in establishing a quality aquatics program to meet the needs of all ages and abilities under the guidelines established by USA Swimming and the American Swimming Coaches Association. This position will teach children how to swim on a competitive level.

QUALIFICATIONS:

- Previous experience working with children in an instructional and/or athletic setting
- USA Swimming Coach Certification
- Current CPR and first Aid Certification
- Enthusiasm for swimming activities
- Willingness to obtain ASCA Level 2 within one year of employment
- Excellent interpersonal and communication skills
- Mentally and physically fit
- Nineteen years of age or older
- Previous experience working with children

MAJOR RESPONSIBILITIES:

- Emphasize the development of sound technical fundamentals in the four competitive strokes and implement the training process in order for swimmers to develop their full potential.
- Uphold and adhere to safety rules.
- Maintain an accurate and current roster with the Aquatics Secretary and NTN Head Coach/Program Manager.
- Enthusiastically promote the activities of the swim club.
- Communicate with swimmers, parents, and other USAS staff in a professional and courteous manner.
- Keep abreast of innovative practices.
- Be adaptable and flexible in acceptance of changes in techniques and procedures.
- Attend all required meetings.
- Assist in maintaining USAS records for dues, meet entry, and travel.
- Assist in developing seasonal flyers and program postcards.

- Assist with the design and maintenance of web sites, handbooks, manuals, voice mail operations, and facility signage.
- Assure that all pool rentals and contracts and associated paperwork are submitted to the Aquatic Manager in the approved manner.
- Assist the preparation of the monthly newsletter.
- Keep abreast of innovative practices.
- Be adaptable and flexible in acceptance of changes in techniques and procedures.
- Attend all required meetings.
- Participate in mandatory continuing education/in-service as required by State law.
- Perform safety checks of the facility and equipment as directed.
- Maintain a professional level of confidentiality regarding all district matters.
- Support the goals and objectives of the district and follow district policies.
- Perform other duties as assigned.

EQUIPMENT USED: As directed by the Aquatics Manager and NTN Program Manager.

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/standing; 50 % 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: _____
 (Executive Director of Human Resources)

APPROVED BY: _____ DATE: _____
 (Assistant Superintendent for Staff & Student Services)

Date Created: 7/1/2003	Date(s) Revised: 1/2020
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